KEYANO COLLEGE

2025-2026 CREDIT CALENDAR

DISCLAIMER AND IMPORTANT NOTICE

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

The Keyano College Credit Calendar provides information for Ministry-approved program offerings. Ministry-approved Credentials are noted for each individual program and specialization on their associated program page. The programs of study listed in this calendar are available for the intake year which the calendar applies. The College reserves the right to change the content or structure of a program of study, and all reasonable attempts will be made to notify active program students.

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

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

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

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

INTRODUCTION

WELCOME TO KEYANO COLLEGE!

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

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

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

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

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

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

MISSION STATEMENT

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

LOCATION

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

SCHOOL COLOURS

Blue and White.

MASCOT

King, a grey and white Husky dog.

ATHLETICS

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

A BIT ABOUT THE AREA

The Regional Municipality of Wood Buffalo (RMWB) stretches over the northeast corner of Alberta, bordering Saskatchewan and the Northwest Territories while covering 63,637 square kilometers. There are 10 communities within the RMWB, the largest of which is Fort McMurray. Regionally, the population is around 88,000. Fort McMurray is approximately 450 kilometers northeast of Edmonton, Alberta.

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

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

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

Seasonal temperatures range anywhere from about 0 to -40 degrees Celsius in the winter, to 12 to 32 degrees Celsius in the summer.

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*Collaborative degree

COLLEGE DIRECTORY/ADMINISTRATION

ADMINISTRATION

Interim President & CEO
Dr. Sandra Efu

Interim Vice President, Academic
Susan Bansgrove

Vice President, Corporate Services & CFO
Murray Walford

Associate Vice President, Public Engagement
Chantal Beaver

Director, Facilities & Asset Management
Brandon Fleury

Director, Financial Services
Tanya Poulin

Director, People & Culture
Deni Ruiz

Director, Theatre & Arts Centre
Eugene Carnagie

Dean, School of Business, University Studies & Academic Upgrading
Coert Erasmus

Interim Dean, School of Health & Human Services
Alexis Teske

Dean, School of Trades & Technology
Darren Stacey

Registrar
Nada Al-Khaladi

Assistant Registrar, Admissions & Advising
Momal Khan

Assistant Registrar, Records & Registration
Areina Anderson

BOARD OF GOVERNORS

Chair
Donald Scott

Public Members
Kim Farwell
Joseph MacNeil
Raymond Powder
Andrew Rosser
Adele Thomson

CUPE Representative
Kathleen Brennan

Student Members
Naika Dunkley
Chioma Igbokei

Ex-Officio
Sandra Efu
Jay Notay

Board Secretary
Terri Turner

ACADEMIC SCHEDULE 2025-2026

Dates are subject to review and possible change.

SUMMER 2025	Cert, Dipl, Univ & College Prep	Health & Human Services
Fees due	21- Apr-25	21-Apr-25
First day of class	5-May-25	5-May-25
Last day to add/drop classes	16-May-25	Drop Only: 16-May-25
Last day to waive H&D (new students only)	16-May-25	
Last day to withdraw w/ 50% tuition refund	8-Jun-25	8-Jun-25
Last day to withdraw	12-Jul-25	12-Jul-25
Last day of classes	8-Aug-25	8-Aug-25
First day of final exams	13-Aug-25	13-Aug-25
Last day of final exams	19-Aug-25	19-Aug-25
Final grades due/End of semester	21-Aug-25	21-Aug-25

FALL 2025	Cert, Dipl, Univ & College Prep	Health & Human Services	Power Engineering
Fees due	13-Aug-25	13-Aug-25	13-Aug-25
First day of class	27-Aug-25	27-Aug-25^	27-Aug-25
Last day to add/drop classes	10-Sep-25	Drop only:10-Sep-25	Drop only:10-Sep-25
Last day to waive H&D (new students only)	10-Sep-25	10-Sep-25	10-Sep-25
Last day to withdraw w/ 50% tuition refund	1-Oct-25	1-Oct-25	1-Oct-25
Last day to withdraw	3-Nov-25	3-Nov-25	3-Nov-25
Last day of classes	3-Dec-25	3-Dec-25*	17-Dec-25
First day final exams	8-Dec-25	8-Dec-25	
Last day final exams	17-Dec-25	17-Dec-25	
Final grades due/End of semester	19-Dec-25	19-Dec-25	19-Dec-25

^BScN Years 2 & 3 First day of clinicals 26-Aug-25

*BScN Years 2 & 3/PN Year 2 Last day of clinicals 15-Dec-25

WINTER 2026	Cert, Dipl, Univ &College Prep	Health & Human Services	Power Engineering
Fees due	17-Dec-25	17-Dec-25	9-Feb-26
First Day of Class	8-Jan-26	8-Jan-26	25-Feb-26
Last day to add classes	21-Jan-26	Drop only	Drop only
Last day to drop classes	21-Jan-26	21-Jan-26	6-Mar-26
Last day to waive H&D (new students only)	21-Jan-26	21-Jan-26	6-Mar-26
Last day to withdraw w/ 50% tuition refund	10-Feb-26	10-Feb-26	3-Apr-26
Last day to withdraw	17-Mar-26	17-Mar-26	15-May-26
Last day of classes	14-Apr-26	14-Apr-26*	17-Jun-26
First day final exams	17-Apr-26	17-Apr-26	
Last day final exams	28-Apr-26	28-Apr-26	
Final grades due / End of semester	30-Apr-26	30-Apr-26	17-Jun-26

ACADEMIC SCHEDULE 2025/2026

SPRING 2026	Cert, Dipl, Univ & College Prep
Fees due	20-Apr-26
First day of class	4-May-26
Last day to add/drop classes	7-May-26
Last day to withdraw w/ 50% tuition refund	19-May-26
Last day to withdraw	2-Jun-26
Last day of classes	12-Jun-26
Final grades due/End of semester	16-Jun-26

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

COLLEGE CLOSED: Facilities are not available to students.
NO CLASSES: Classes will not run but the Library, computer labs, Skill Centre, and studios will be available for student use.

COLLEGE CLOSED

HOLIDAY	DAY	DATES
Canada Day (in lieu of)	Tuesday	1-Jul-25
Heritage Day	Monday	4-Aug-25
Labour Day	Monday	1-Sep-25
Truth & Reconciliation Day	Tuesday	30-Sep-25
Thanksgiving	Monday	13-Oct-25
Remembrance Day	Tuesday	11-Nov-25
Christmas Break	25-Dec- 25 to 31-Dec-25	
New Year's Day	Thursday	1-Jan-26
Family Day	Monday	16-Feb-26
Good Friday	Friday	3-Apr-26
Easter Monday	Monday	6-Apr-26
Victoria Day	Monday	18-May-26

OTHER IMPORTANT DATES

	DAY	DATES
Safety Drill Week	Monday - Friday	
# Reading Day – no classes	Monday	30-Jun-25
# Reading Day – no classes	Wednesday-Friday	2-Jul to 4-Jul-25
Orientation Days	Monday - Tuesday	26-Aug to 27-Aug-25
Safety Drill Week	Monday - Friday	16-Sep to 20-Sep-25
# Reading Day – no classes	Monday	10-Nov-25
# Reading Day – no classes	Wednesday-Friday	12-Nov to 14-Nov-25
Keyano Awards application deadline	Friday	16-Jan-26
Safety Drill Week	Monday - Friday	20-Jan to 24-Jan
# Reading Day – no classes	Tuesday - Friday	17-Feb to 20-Feb-26
Awards Celebration	Tuesday	10-Mar-26
Convocation	Thursday-Friday	7-May to 8-May-26

APPLICATION PROCEDURES

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

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

Students currently enrolled in grade 12 will be considered for conditional admission based on marks received to date and list of current enrollments. For admission purposes at Keyano College, the G.E.D. is not considered a high school equivalent diploma.

GENERAL ENTRY REQUIREMENTS

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

Regardless of country of origin or citizenship, applicants for all programs must demonstrate English Language Proficiency, as outlined in the program admission requirement and on page 11 of this calendar. Please see program descriptions for English Language Proficiency Admission requirements.

Students who have attended another post-secondary institution and have received a GPA of less than 1.0 or equivalent may be admitted as probationary students upon the recommendation of a Special Cases Committee consisting of College personnel.

Students with a GPA of less than 1.0 or equivalent from Keyano College may be re-admitted as probationary students upon the recommendation of a Special Cases Committee consisting of College personnel.

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

HOW TO APPLY ONLINE

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

OFFICE OF THE REGISTRAR
Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
Email: Registrar@keyano.ca

Keyano College requires that all applications be submitted with a non-refundable application fee ($54 for domestic applicants, $107 for international applicants). Applications received without receipt of this fee will not be processed. See page 12 for international student application processes.

For apprenticeship admission procedures please see the Apprenticeship section on page 121.

Applications are processed according to the date they are received, so early application is advised. The application period will normally open on the following dates for Academic programs: **Fall term (September to December):** Application period opens October 1st of the previous year. **Winter term (January to April):** Application period opens October 1st of the previous year.

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

Transcripts

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

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

Alberta High School Transcripts

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

APPLICATION PROCEDURES

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

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

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

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

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

Post-Secondary Transcripts
Transcripts from post-secondary institutions must be issued and signed by the institution and bear their official seal (it is not necessary to request official transcripts for course work previously completed at Keyano College). To obtain official copies of your post-secondary transcripts, contact the Registrar's Office at the institution(s) you attended.
If you have attended an Alberta public post-secondary institution, your transcript will be provided to Keyano College by ApplyAlberta once your application is processed.

REQUIREMENT CONSIDERATION

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

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

OFFER OF ADMISSION

Except for Apprenticeship and Power Engineering: CML, all students must pay a $250 non-transferable admission deposit ($5,000 for international students) within 10 business days of receiving an offer of acceptance or conditional acceptance email with the balance of tuition and fees due 10 business days before the first day of classes. Students who are permitted to register one week after the start of classes will be charged a $27 late registration fee.

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

HOW TO REGISTER

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

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

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

CLEARING CONDITIONS

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

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

INTERNATIONAL STUDENTS

APPLICATION PROCEDURES

Classes at Keyano College fill quickly and applying for a study permit can be a lengthy process, therefore it is recommended that international students begin the admissions process well in advance of the program start date. This process can take at least six months.

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

HOW TO APPLY

Please include the following with your application:
Apply online at ApplyAlberta.ca with a $107 non-refundable, non-transferable application fee.

Clear and legible international educational credentials or certificates and final examination results beginning with the final year of school. Certified official documents are required. Copies of original educational documents will be considered for application review. If conditional acceptance is granted, students will be required to have their documents verified as original at the Office of the Registrar. Upon request, documents from overseas will be photocopied and originals returned to the applicant. All documents must be in English.

International Qualification Assessment Service (IQAS) assessment of certified official documents is recommended. After initial review by Keyano College Admissions, some applicants may be required to provide this assessment. Assessment Services are available through:
www.alberta.ca/iqas-employment-apply.aspx

- Copy of diploma/degree if applicable.
- English Language Proficiency results (see page 11 detailed information).
- Any other documents that are part of the admission requirements for a specific program.

Mail all supporting documents to:
Office of the Registrar
Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7

Or scan and email to Registrar@keyano.ca.
Please Note: All scanned documents must be verified with originals by the Office of the Registrar before the start of classes.

STUDY PERMIT INFORMATION AND PROGRAM ELIGIBILITY

International students should refer to Immigration, Refugees and Citizenship Canada (IRCC) for procedures and up-to-date information about obtaining a study permit.

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

- Advanced Care Paramedic
- Apprenticeship
- Hospitality & Tourism Management
- Power Engineering: CML (exceptions for current work permit holders)
- Power Engineering 4th Class Comprehensive
- Power Engineering 3rd Class Co-op
- Primary Care Paramedic
- Process Operations Co-op

FEES

See pages 16 to 25 for information on student fees.

BASIC PROVINCIAL HEALTH INSURANCE

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

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

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

Learn how to apply for AHCIP:
https://www.alberta.ca/ahcip-how-to-apply.aspx

PRIVATE HEALTH INSURANCE

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

EXTENDED HEALTH & DENTAL INSURANCE

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

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

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

CAMPUS HEALTH SERVICES

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

CONTACT INFORMATION

International Students are required to update their contact information with the Office of the Registrar upon arrival at Keyano College. Visit www.studentcare.ca and choose Students' Association of Keyano College for additional information regarding deadlines, plan details, and to complete enrollment or opt out forms.

CAMPUS HEALTH SERVICES

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

CONTACT INFORMATION

International Students are required to update their contact information with the Office of the Registrar upon arrival at Keyano College.

ENGLISH LANGUAGE PROFICIENCY

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

Please note that this applies to ALL programs.

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

HOW CAN I SHOW THAT I'VE MET THE REQUIREMENTS?	KEYANO COLLEGE WILL ACCEPT ONE REQUIREMENT:	DETAILS AND CONDITIONS
Completing a test of English Language Proficiency and earning a minimum score required by Keyano College. (see notes 4, 7)	TOEFL: iBT (Test of English as a Foreign Language: Internet Based TOEFL). www.ets.org/toefl	See required scores outlined in the specific program requirements for your program.
	IELTS (academic) (International English Language Test System). www.ielts.org	See required scores outlined in the specific program requirements for your program.
	CAEL (Canadian Academic English Language assessment exam).	See required scores outlined in the specific program requirements for your program.
	MELAB (Michigan English Assessment Battery).	See required scores outlined in the specific program requirements for your program.
	PTE (academic) (Pearson Test of English)	See required scores outlined in the specific program requirements for your program.
	Duolingo	See required scores outlined in the specific program requirements for your program.
	CLBA (Canadian Language Benchmark Assessment).	This option is only for applicants for the Academic Foundations, College Preparation and Pre- Employment programs.
Completing certain course that have been approved by Keyano College and achieving a certain minimum grade in that course. (see notes 4, 7)	Alberta English 30-1 or Canadian provincial equivalent.	Final blended grade of 70% or higher.
	Alberta English 30-2 or Canadian provincial equivalent.	Final blended grade of 75% or higher (not applicable to BScN or University Studies programs).
	International Baccalaureate English A1, A2.	A grade of 5 or better.
	International Baccalaureate English B.	A grade of 6 or better.
	Advanced Placement English.	A grade of 4 or better on the AP English College Board examination.
	O-level, GCSE, IGCSE, AS-level or A-level English Language or Literature course.	A grade of B or better.
	6 credits of transferable university-level English Language and Literature course completed at a Canadian or American post-secondary institution (or an institution listed on pages 14-15) where English is the language of instruction.	A grade of B+ or better.
	The University of Alberta's ESL 140/145.	Successful completion.
Previous Education in English (see notes 1, 2, 3, 5, 7)	Three full years of education in English in Canada or the equivalent in another country where English is the principal language.	Such education must include Alberta Grade 12 or its equivalent level and can be a combination of secondary and post- secondary education.
	Successful completion of the equivalent of three years of full-time instruction in a school/institution in Canada in which the major language of instruction is English.	The level of English proficiency required for graduation must be equivalent to that in English language schools/institutions in Canada.
	Graduation from a degree program offered by an accredited institution at which English is the primary language of instruction.	The institution must be located in a country where English is the primary language (see list of countries and institutions listed on pages 13 to 15).

ENGLISH LANGUAGE PROFICIENCY

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

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

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

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

NOTE 5: For a list of countries and institutions that are recognized as having met Keyano College's English Language Proficiency requirement, please see page 11.

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

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

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

SPOKEN LANGUAGE PROFICIENCY

Applicable to the following programs:

- Business Administration Aviation
- Bachelor of Science in Nursing
- Bachelor of Elementary Education
- Bachelor of Secondary Education
- Hospitality & Management
- Practical Nurse
- Primary Care Paramedic
- Power Process Technologies

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

In addition, students must meet the overall ELP test scores as outlined in specific program requirements.

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

ENGLISH LANGUAGE PROFICIENCY: EXEMPTIONS

EXEMPT COUNTRIES

The following countries are recognized as English Language Proficiency exempt, providing the applicant has been educated for a minimum of three years at a qualifying educational institution. Spoken Language Proficiency is exempt if the applicant has been educated for a minimum of six years at a qualifying educational institution. Please consult the official English Language Proficiency policy on page 11 for further details.

- American Samoa
- Anguilla
- Antigua & Barbuda
- Australia
- Bahamas
- Barbados
- Belize
- Bermuda
- Botswana
- Brunei
- Cameroon
  Must also present GCE O and A-levels from Cameroon GCE Board (requires at least a grade of B in GCE O-level English Language)
- Canada
- Cayman Islands
- Dominica
- England
- Falkland Islands
- Fiji
- Gambia
- Ghana
- Gibraltar
- Grenada
- Guam
- Guyana
- India *
  Must also present CBSE All India Senior Secondary School Certificate: (requires minimum 75% in one of Core English/ Elective English/Elective English C or 80% in Functional English) or CISCE Indian School Certificate (requires minimum 75% in English)
- Ireland (Republic of Eire)
- Jamaica
- Kenya
- Liberia
- Malta
- Mauritius
- Montserrat
- New Zealand
- Nigeria
- Northern Ireland
- Pacific Island
- Panama Canal Zone
- Puerto Rico
- Ryukyu Islands
- Scotland
- Seychelles
- Sierra Leone
- Singapore
- South Africa
  Must also present National Senior Certificate (requires a passing grade in English Home Language)
- St. Helena
- St. Kitts and Nevis
- St. Lucia
- St. Vincent and the Grenadines
- Tanzania
- Trinidad and Tobago
- Turks and Caicos Island
- Uganda
- United States of America
- Virgin Islands
- Wales
- Zambia
- Zimbabwe

EXEMPT UNIVERSITIES

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

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

Botswana
- University of Botswana

Bulgaria
- American University in Bulgaria

Cameroon
- University of Buea

Egypt
- American University in Cairo

Eritrea
- University of Asmara

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

Germany
- International University
- Jacob's University

Ghana
- Kwame Nkrumah University of Science and Technology
- University of Cape Coast
- University of Ghana

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

ENGLISH LANGUAGE PROFICIENCY: EXEMPTIONS

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

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

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

Lebanon
- Lebanese American University
- American University of Beirut

Lesotho
- National University of Lesotho

Malawi
- University of Malawi

Namibia
- University of Namibia

Nigeria
- Abia State University
- Abubakar Tafawa Balewa University
- Ahmadu Bello University
- Ambrose Alli University
- American University of Nigeria
- Bayero University
- Delta State University
- Enugu State University of Sci and Tech
- Federal University of Technology, Akure
- Federal University of Technology, Minna
- Federal University of Technology, Owerri
- Federal University of Technology, Yola
- Igbinedion University, Nigeria
- Ladoke Akintola University of Technology
- Lagos State University
- Nnamdi Azikiwe University
- Obafemi Awolowo University
- Ogun State University
- Rivers State University of Sci & Tech
- University of Abuja
- University of Ado-Ekiti
- University of Agriculture, Abeokuta
- University of Agriculture, Makurdi
- University of Benin
- University of Calabar
- University of Ibadan
- University of Ilorin
- University of Jos
- University of Lagos
- University of Maiduguri
- University of Nigeria
- University of Port Harcourt
- University of Uyo

Pakistan
- Aga Khan University
- Gomal University
- Hamdard University
- Lahore University of Management Sciences
- Mehran University of Engg & Technology
- NED University of Engg & Technology
- NWFP Agricultural University
- NWFP University of Engg & Technology
- Quaid-I-Azam University
- Sindh Agriculture University, Tandojam
- Sir Syed University of Engineering & Technology
- University of Agriculture, Faisalabad
- University of Engg & Technology, Lahore
- University of Health Sciences
- University of Karachi
- University of the Punjab, Lahore

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

ENGLISH LANGUAGE PROFICIENCY: EXEMPTIONS

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

Samoa
- University of the South Pacific

Saudi Arabia
- King Fahd University of Petroleum and Minerals

Sierra Leone
- University of Sierra Leone

Sri Lanka
- University of Moratuwa

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

Thailand
- Asian Institute of Technology
- Assumption University
- Mahidol University

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

Uganda
- Makerere University
- Mbarara University of Science and Technology

United Arab Emirates
- American University of Sharjah

Zambia
- Copperbelt University
- University of Zambia

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

APPLICATION FEE

All applications must be submitted with a $54 non-refundable, non-transferable application fee ($107 for international applicants). Applications without this fee will not be processed.

The application fee will be charged to:

- All new students applying to a credit program
- All 'returning' students who have been away from Keyano for more than one academic year or more.
- Current students applying to change programs.

The fee will NOT be charged to:

- Continuing Education students

ADMISSION DEPOSIT

College and Career Prep
Certificate & Diploma Programs
University Programs

Within 10 business days of acceptance, students will be required to pay a $250 admission deposit. Students on a Student Visa will be required to pay a $5,000 admission deposit. The admission deposit will hold their spot in the program and will be applied towards their tuition. Students who do not pay the admission deposit within the required time period will be application expired. If the student wishes to accept the offer after the application is expired, they will need to send an email to admissions.ca. If space is available in the program, their application will be reinstated to make their admission deposit payment. If no space is available, they will be placed on the waitlist.

Refund of the admission deposit will be administered at the following rate:

Winter 2025 Term

- 50% prior to November 1
- no refund after November 1

For Summer 2025 and onward the admission deposit will be non-refundable. Exception to a student on Student Visa will be eligible for a refund of their admission deposit minus a $300 administrative fee if you receive an IRCC visa refusal letter dated on or prior to the tuition and fees due date as per the academic schedule. The letter must be provided to the Office of the Registrar on or prior to the tuition and fee due date as per the academic schedule. Also, you must not have previously declined or withdrawn from your program.

Full tuition and associated fees will be required within 10 business days prior to the start of term. Students who can provide documentation of student loan application, will be provided an extension of the deadline. Students will be informed through their Keyano email of deadlines upon acceptance into the program. If full tuition and associated fees are not paid within 24 hours of the deadline, students will be informed that their program spot is no longer being held. Students will be added to the waitlist, and, upon receipt of tuition and associated fees, will be offered a spot in order of position upon the waitlist. Students who have pre-registered for courses will be removed from those courses until tuition and associated fees are paid (see Academic Schedule on pages 5).

Power Engineering 4th Class Comprehensive
Power Engineering 3rd Class Co-op
Process Operations: Co-op
Pre-Employment Programs

Students accepted to any of the above programs are subject to a $250 ($5,000 for international students) non-refundable, non-transferable admission deposit. The deposit must be paid within 10 working days after the admission letter's acceptance date. If the deposit is not paid as required, the offer of admission can be revoked by the College.

Power Engineering: CML

Students are required to pay full tuition and fees when registering in the Power Engineering: CML program. Students who withdraw within the 6-month time period will be subject to the Refund of Fees outlined on page 17, except the admission deposit is non-refundable after the initial program start date.

Apprenticeship

Students are required to pay full fees when registering in Apprenticeship Technical Training. Students that withdraw after 10 business days prior to the start of class will be subject to the Refund of Fees outlined on page 17, except the $250 admission deposit that is non-refundable and non-transferable.

FEES FOR FULL-TIME STUDENTS

Students taking 60% or more of the full program load are classified as full-time. Fees are assessed based on the Fee Schedule on pages 19. Tuition and related fees are due 10 business days prior to the first day of classes. Year-long course fees and credits are distributed evenly over the Fall and Winter semesters.

FEES FOR PART-TIME STUDENTS

Fees are assessed on a per course or credit basis. Students taking less than 60% of the full program load are classified as part-time students and will be charged per credit. See the Fee Schedule on page 20. Year-long course fees and credits are distributed evenly over the Fall and Winter semesters.

CAMPUS RECREATION FEE

The Campus Recreation fee is a mandatory fee that entitle students to the use of Keyano's Syncrude Sport & Wellness Centre as well as admission to all Keyano College Huskies Athletics Home Games. All students pay a Campus Recreation Fee of $70 per semester. This entitles them access to the Syncrude Sport & Wellness Centre during the semester for no additional fees. Fees are assessed at the time of registration and are non-refundable and non-transferable.

Auditing students, senior citizens, and students attending programs outside Clearwater or Suncor Energy Industrial campus are not required to pay Campus Recreation Fees.

STUDENTS' ASSOCIATION FEE

The Students' Association fee is a mandatory fee that entitles students to Students' Association membership and all the benefits offered. Full-time students are assessed $7 per week of studies. Part-time students are required to pay $3.50 per week of studies. Fees are assessed at the time of registration and are non-refundable and non-transferable.

The Students' Association has implemented a building fund for the students in the Fort McMurray campuses. It is $1.12 per week for full-time students and $0.56 per week for part-time students.

Students at regional learning centres pay the Associate Membership fee of $15 per term.

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

HEALTH AND DENTAL PLAN FEES

Eligible full-time students are required to pay $163 per Fall and Winter semester (total of $326) for one complete year of the mandatory Extended Health & Dental plan offered by the Students' Association of Keyano College (SAKC). This fee is assessed along with tuition and related fees during the registration process of the Office of the Registrar. Students with the plan may also purchase coverage for a spouse and/or dependent(s).

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

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

LABORATORY AND MATERIALS FEE

A laboratory consumable fee of $34 per learner, per course, will be assessed at the time of registration to a maximum of $132 per semester, except for Allied Health Programs.

Bachelor of Science in Nursing, Health Care Aide, Practical Nurse and Primary Care Paramedic and Advanced Care Paramedic program students will be assessed laboratory fees at the time of registration. Laboratory and materials fees are non-refundable and non-transferable.

TECHNOLOGY FEE

A Technology Fee of $105 per semester will be assessed at the time of registration. This fee is non-refundable and non-transferable. Mandatory Non-Instructional Fee and specifically goes towards technology that enhances the student's experience and success.

FEES FOR AUDITING STUDENTS

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

FEES FOR COLLABORATIVE STUDENTS

Students enrolled in collaborative programs are responsible to pay students fees, in addition to any tuition and fees paid to the collaborative institution. Keyano College fees include Laboratory, Technology, Campus Recreation, Students' Association, and SAKC building fees.

FEES FOR SENIOR CITIZENS

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

BOOKS AND SUPPLIES

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

RESPONSIBILITY OF FEES

It is the student's responsibility to ensure that all tuition and related fees are paid ten business days prior to the first official day of classes. Refer to pages 5 to 6 for specific dates.

PAYMENT OF FEES

Tuition and related fees must be paid ten business days prior to the official first day of classes (including the first day of classes) in any given semester (see Academic Schedule on pages 5 to 6). Failure to meet the tuition deadline will result in withdrawal from the program and/or classes. Students are responsible for paying full tuition and fees even if withdrawn for non-payment. Please view self-service for account balance as statements will not be sent.

Tuition and fees owing to Keyano College must be paid by online banking or with a credit card via www.keyano.plastiq.com. Please visit https://www.keyano.ca/en/student-services/financial-services-and-tuition.aspx for more information.

Registered students will be sent a 24-hour warning email prior to withdrawal from the program. (Tuition and fees will remain on the student's account and owed to the college).

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

Exception may be granted where students have proof of sponsorship for tuition or student loan authorization.

All financial obligations to the College and its educational partners must be settled before a diploma, certificate, transcript, or any type of award is issued.

Additional changes to registration will not be made until all financial obligations have been settled.

REFUND OF FEES

Students who either withdraw or are dropped from a program within the first 1/8th (2 weeks of a 16-week semester) of the program/semester will be assessed a $250 admission deposit fee. Students on a Student Visa will be assessed a $5,000 admission

deposit fee. Additional tuition will be refunded. All associated fees are non-refundable.

Students who withdraw between 1/8th and 3/8th of a semester will be granted a 50% refund on tuition fees. All associated fees are non-refundable. Specific dates for each year are referenced in the Credit Calendar (see Academic Schedule on pages 5 to 6).

There will be no refund for students who withdraw after 3/8th the length of a semester.

In special circumstances exceptions to the above provisions may be made by the President of the College or Registrar.

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

Students are required to complete a Withdrawal Form and submit to the Office of the Registrar. However, when a student does not complete the application form, the Office of the Registrar may initiate the process.

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

APPRENTICESHIP FEE COLLECTION

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

APPRENTICESHIP REFUND POLICY

The $250 admission deposit are non-refundable and non-transferable.

- If an Apprentice withdraws up to 10 business days prior to the first day of class, a 50% (minus the $250 deposit) refund of tuition will be granted.
- After 10 business days prior to the first day of classes, there will be no refund of tuition or associated fees.
- If the college cancels a program, a full refund will be granted.

SCHEDULE OF FEES/CHARGES

Challenge Exam.....50% course fee
ID Replacement.....$27
Official Transcripts..... $11 +GST
Parchment Replacement ..... $32 +GST
Proof of Enrollment Letter..... $5 +GST
Supplemental Exam.....$54

REFUND & CREDIT SCHEDULE

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

TUITION TAX RECEIPTS (T2202) FOR FILING PERSONAL INCOME TAX FORMS

The tax form T2202 is automatically produced for the sum of eligible amounts applicable to the respective calendar year for each student. As per Canada Revenue Agency criteria, Academic Foundations, College Preparation and English for Academic Purposes programs do not qualify for the education tuition tax credit. Students in these programs are not eligible to receive a T2202 tax form.

T2202 forms will be available online (selfservice.keyano.ca) on the last day of February of the following year.

TUITION & REFUND SCHEDULE WITHDRAWALS & DROPS

Upon official withdrawal from a course or program, the refund of fees or credits reducing unpaid fees due are listed in the Academic Schedule on pages 5 to 6. Please note that students who any outstanding indebtedness to Keyano College will be placed on financial hold, which will result in collection procedures as well as restricted access to the College in the future. The Finance Department should be contacted to resolve any outstanding obligations.

FEES

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

DOMESTIC FULL-TIME TUITION & FEES PER SEMESTER

PROGRAM	TUITION PER TERM	SA FEE	SA BUILDING FEE	CAMPUS REC FEE	*HEALTH & DENTAL	TECH FEE	TOTAL PER TERM	LAB FEE PER LAB COURSE
COLLEGE & CAREER PREPARATION								
Academic Foundations	$1,432.00	$115.00	$18.00	$79.00	$163.00	$105.00	$1,912.00	
College Preparation	$477.00 per course	$115.00	$18.00	$79.00	$163.00	$105.00	varies	$35.00
English for Academic Purposes	$1,450.00	$115.00	$18.00	$79.00	$163.00	$105.00	$1,930.00	
CERTIFICATE & DIPLOMAS								
Advanced Care Paramedic	$3,932.00	$115.00	$18.00	$79.00	$163.00	$105.00	$4,412.00	$135.00
Bridge to Canadian Nursing (IENCN)	$3,360.00	$115.00	$18.00	$79.00	$163.00	$105.00	varies	$135.00
Business Administration	$2,401.00	$115.00	$18.00	$79.00	$163.00	$105.00	$2,881.00	
Child and Youth Care	$2,244.00	$115.00	$18.00	$79.00	$163.00	$105.00	$2,724.00	
Community Based Environmental Monitoring	$1,786.00	$115.00	$18.00	$79.00	$163.00	$105.00	$2,266.00	
Early Learning and Childcare	$2,244.00	$115.00	$18.00	$79.00	$163.00	$105.00	$2,724.00	
Educational Assistant	$2,401.00	$115.00	$18.00	$79.00	$163.00	$105.00	$2,881.00	
Environmental Technology	$2,244.00	$115.00	$18.00	$79.00	$163.00	$105.00	varies	$35.00
General Arts Certificate	$2,622.00	$115.00	$18.00	$79.00	$163.00	$105.00	$3,102.00	
General Sciences Certificate	$2,622.00	$115.00	$18.00	$79.00	$163.00	$105.00	varies	$35.00
Computer Systems Technology	$2,622.00	$115.00	$18.00	$79.00	$163.00	$105.00	$3,102.00	
Governance and Civil Studies	$2,622.00	$115.00	$18.00	$79.00	$163.00	$105.00	$3,102.00	
Health Care Aide	$3,785.00	$115.00	$18.00	$79.00	$163.00	$105.00	varies	$135.00
Hospitality & Tourism Management	$2,401.00	$115.00	$18.00	$79.00	$163.00	$105.00	$2,881.00	
Global Supply Chain Management	$2,401.00	$115.00	$18.00	$79.00	$163.00	$105.00	$2,881.00	
Human Resource Management	$2,401.00	$115.00	$18.00	$79.00	$163.00	$105.00	$2,881.00	
Office Administration	$2,622.00	$115.00	$18.00	$79.00	$163.00	$105.00	$3,102.00	
Open Studies	$2,622.00	$115.00	$18.00	$79.00	$163.00	$105.00	varies	$35.00
Post Diplomas	$2,521.00	$115.00	$18.00	$79.00	$163.00	$105.00	$3,001.00	
Practical Nurse	$156 per credit	$115.00	$18.00	$79.00	$163.00	$105.00	varies	$135.00
Primary Care Paramedic	$245 per credit	$115.00	$18.00	$79.00	$163.00	$105.00	varies	$135.00
Social Work	$2,622.00	$115.00	$18.00	$79.00	$163.00	$105.00	$3,102.00	
University Studies	$2,622.00	$115.00	$18.00	$79.00	$163.00	$105.00	$3,102.00	$35.00
COLLABORATIVE DEGREES								
Business Administration	Years III & IV will be paid to Northern Alberta Institute of Technology							
Education – Years III & IV	Years III & IV will be paid to University of Alberta							
Nursing – Year I & II	$2,622.00	$115.00	$18.00	$79.00	$163.00	$105.00	$3,102.00	$135.00
Nursing – Year III	$239 per credit	$115.00	$18.00	$79.00	$163.00	$105.00	varies	$135.00
Nursing – Year IV	Year IV will be paid to the University of Alberta.							

FEES

DOMESTIC FULL-TIME TRADES TUITION & FEES

PROGRAM	TUITION	SA FEE	SA BUILDING FEE	CAMPUS RECREATION FEE	*HEALTH & DENTAL	TECH FEE	MATERIALS FEE	TOTAL
Apprenticeship (8 weeks)	$1,064.00	$57.52	$9.20	$40.00	N/A	$105.00	$91.00	$1,366.72
Apprenticeship (10 weeks)	$1,330.00	$71.90	$11.50	$49.00	N/A	$105.00	$91.00	$1,553.00
Power Engineering 4th Class (CML)	$1,390.00	$186.94	$29.90	$158.00	N/A	$210.00	N/A	$1974.84
Power Engineering 3rd Class (CML)	$1,560.00	$186.94	$29.90	$158.00	N/A	$210.00	N/A	$2,085.04
4th Class Power Engineering Comprehensive^	$12,794.00	$115.00	$18.00	$79.00	$163.00	$105.00	N/A	$13,274.00
3rd Class Power Engineering Co-op^	$7,432.00	$230.00	$36.00	$158.00	$326.00	$210.00	N/A	$8,392.00
Power & Process Technologies	$3,366.00	$115.00	$18.00	$79.00	$163.00	$105.00	N/A	$3,846.00

Apprenticeship tuition is $105 per week..
ABSA fees are $111.50 for the 2025/2026 academic year
**Health & Dental fees are subject to change on an annual basis.*

DOMESTIC PART-TIME TUITION & FEES PER SEMESTER

PROGRAM	PER CREDIT	SA FEE	SA BUILDING FEE	CAMPUS RECREATION FEE	TECH FEE	LABORATORY FEE PER LAB COURSE
COLLEGE & CAREER PREPARATION						
Academic Foundations	$96.00	$57.50	$9.00	$79.00	$105.00	
College Preparation	$477 per course	$57.50	$9.00	$79.00	$105.00	$35.00
CERTIFICATE & DIPLOMAS						
Advanced Care Paramedic	$245.00	$57.50	$9.00	$79.00	$105.00	
Bridge to Canadian Nursing (IENCN)	$240.00	$57.50	$9.00	$79.00	$105.00	$135.00
Business Administration	$227.00	$57.50	$9.00	$79.00	$105.00	
Business Aviation (BUS courses only)	$227.00	$57.50	$9.00	$79.00	$105.00	
Early Learning and Childcare	$174.00	$57.50	$9.00	$79.00	$105.00	
Educational Assistant	$184.00	$57.50	$9.00	$79.00	$105.00	
Environmental Technology	$213.00	$57.50	$9.00	$79.00	$105.00	$35.00
General Arts Certificate	$251.00	$57.50	$9.00	$79.00	$105.00	
General Sciences Certificate	$251.00	$57.50	$9.00	$79.00	$105.00	$35.00
Computer Systems Technology	$251.00	$57.50	$9.00	$79.00	$105.00	
Governance and Civil Studies	$251.00	$57.50	$9.00	$79.00	$105.00	
Health Care Aide	$232.00	$57.50	$9.00	$79.00	$105.00	$135.00
Hospitality & Tourism Management	$339.00	$57.50	$9.00	$79.00	$105.00	
Human Resource Management	$227.00	$57.50	$9.00	$79.00	$105.00	
Office Administration	$251.00	$57.50	$9.00	$79.00	$105.00	
Open Studies	$251.00	$57.50	$9.00	$79.00	$105.00	$35.00
Post Diplomas	$241.00	$57.50	$9.00	$79.00	$105.00	
Practical Nurse	$156.00	$57.50	$9.00	$79.00	$105.00	$135.00
Primary Care Paramedic	$245.00	$57.50	$9.00	$79.00	$105.00	$135.00
Social Work	$251.00	$57.50	$9.00	$79.00	$105.00	
University Studies	$251.00	$57.50	$9.00	$79.00	$105.00	$35.00
COLLABORATIVE DEGREES						
Business Administration	Years III & IV will be paid to Northern Alberta Institute of Technology					
Education – Years III & IV	Years III & IV will be paid to University of Alberta					
Nursing – Year I & II	$251.00	$57.50	$9.00	$79.00	$105.00	$135.00
Nursing – Year III	$239.00	$57.50	$9.00	$79.00	$105.00	$135.00
Nursing – Year IV	Year IV will be paid to the University of Alberta.					

DOMESTIC PART-TIME TRADES TUITION & FEES

FEES

PROGRAM	TUITION	SA FEE	SA BUILDING FEE	CAMPUS RECREATION FEE	TECH FEE	TOTAL
Power & Process Technology	$330 per credit	$57.50	$9.00	$79.00	$105.00	varies
Power Engineering 4th Class (CML)	$1,390.00	$115.00	$26.88	$150.00	$200.00	$1,881.88
Power Engineering 3rd Class (CML)	$1,560.00	$115.00	$26.88	$150.00	$200.00	$2,051.88

DOMESTIC TUITION & FEES FOR SPRING SEMESTER

PROGRAM	PER CREDIT	SA FEE	SA BUILDING FEE	CAMPUS RECREATION FEE	TECH FEE	LABORATORY FEE PER LAB COURSE
COLLEGE & CAREER PREPARATION						
Academic Foundations	$96.00	$21.60	$3.45	$79.00	$105.00	
College Preparation	$477 per course	$21.60	$3.45	$79.00	$105.00	$35.00
CERTIFICATE & DIPLOMAS						
Business Administration	$227.00	$21.60	$3.45	$79.00	$105.00	
Child and Youth Care	$174.00	$21.60	$3.45	$79.00	$105.00	
Early Learning and Childcare	$174.00	$21.60	$3.45	$79.00	$105.00	
Educational Assistant	$184.00	$21.60	$3.45	$79.00	$105.00	
Environmental Technology	$213.00	$21.60	$3.45	$79.00	$105.00	$35.00
General Arts Certificate	$251.00	$21.60	$3.45	$79.00	$105.00	
General Sciences Certificate	$251.00	$21.60	$3.45	$79.00	$105.00	$35.00
Computer Systems Technology	$251.00	$21.60	$3.45	$79.00	$105.00	
Governance and Civil Studies	$251.00	$21.60	$3.45	$79.00	$105.00	
Human Resource Management	$227.00	$21.60	$3.45	$79.00	$105.00	
Open Studies	$251.00	$21.60	$3.45	$79.00	$105.00	$35.00
Practical Nurse	$156.00	$21.60	$3.45	$79.00	$105.00	$135.00
Primary Care Paramedic	$245.00	$21.60	$3.45	$79.00	$105.00	$135.00
Social Work	$251.00	$21.60	$3.45	$79.00	$105.00	
University Studies	$251.00	$21.60	$3.45	$79.00	$105.00	$35.00
COLLABORATIVE DEGREES						
Nursing – Years I and II	$251.00	$21.60	$3.45	$79.00	$105.00	$135.00

DOMESTIC CO-OP TUITION TABLE

PROGRAM	TUITION PER TERM	SA FEE	SA BUILDING FEE	CAMPUS RECREATION FEE	TECH FEE	TOTAL PER TERM
Business Administration Co-op Work term	$607.00	$115.00	$18.00	$79.00	$105.00	$924.00
Environmental Technology Co-op Work term	$219.00	$115.00	$18.00	$79.00	$105.00	$536.00

Total full time associated fees	$471.00
Total part time associated fees	$241.46
Total Spring associated fees	$199.96

AVIATION COURSE TUITION PER TERM

Program Name: Business Aviation		
Specialization Name: Northern Aviation Operations		
Year 1: Common (Term I)		
AIR 100 (4CR)	Basic Flight Theory	$1,760.00
AIR 101 (3CR)	Private Flight Lab I	$11,437.00
AIR 102 (3CR)	Private Flight Lab II	$10,733.00
Total		$23,930.00
Year 1: Common (Term II)		
AIR 110 (3CR)	Advanced Flight Theory I	$ 1,683.00
AIR 111 (3CR)	Advanced Flight Theory II	$ 1,683.00
AIR 112 (3CR)	Intermediate Flight Lab	$12,578.00
Total		$15,944.00
Year 2: Northern Aviation Operations (Term III)		
AIR 200 (3CR)	Advanced Navigation Flight Lab	$ 8,639.00
AIR 202 (3CR)	Commercial Flight Lab	$10,659.00
AIR 211 (2CR)	Float Lab	$ 8,235.00
Total		$27,533.00
Year 2: Northern Aviation Operations (Term IV)		
AIR 210 (2CR)	Tailwheel Flight Lab	$ 4,937.00
AIR 212 (3CR)	Multi-Engine Flight Lab	$ 8,752.00
AIR 215 (3 CR)	Operational Flying and Safety Awareness	$ 2,244.00
AIR 216 (3CR)	Wilderness & Remote First Aid	$ 1,122.00
Total		$17,055.00
Aviation Course Cost		**$84,462.00**

Program Name: Business Aviation		
Specialization Name: Airline Operations		
Year 1: Common (Term I)		
AIR 100 (4CR)	Basic Flight Theory	$ 1,760.00
AIR 101 (3CR)	Private Flight Lab I	$11,437.00
AIR 102 (3CR)	Private Flight Lab II	$10,733.00
Total		$23,930.00
Year 1: Common (Term II)		
AIR 110 (3CR)	Advanced Flight Theory I	$ 1,683.00
AIR 111 (3CR)	Advanced Flight Theory II	$ 1,683.00
AIR 112 (3CR)	Intermediate Flight Lab	$12,578.00
Total		$15,944.00
Year 2: Airline Operations (Term III)		
AIR 200 (3CR)	Advanced Navigation Flight Lab	$ 8,639.00
AIR 201 (4CR)	Instrument Flight Theory	$ 2,244.00
AIR 202 (3CR)	Commercial Flight Lab	$10,659.00
Total		$21,542.00
Year 2: Airline Operations (Term IV)		
AIR 212 (3CR)	Multi-Engine Flight Lab	$ 8,752.00
AIR 2XX Elective (3CR)	AIR 213: Single - Engine IFR Flight Lab (Option 1)	$ 8,976.00
	AIR 214: Multi - Engine IFR Flight Lab (Option 2)	$12,005.00
AIR 215 (3CR)	Operational Flying and Safety Awareness	$ 2,244.00
Total Option 1		$19,972.00
Total Option 2		$23,001.00
Aviation Course Cost Option 1		**$81,388.00**
Aviation Course Cost Option 2		**$84,417.00**

FEES

INTERNATIONAL FULL-TIME TUITION & FEES PER SEMESTER

PROGRAM	TUITION PER TERM	SA FEE	SA BUILDING FEE	CAMPUS REC FEE	*HEALTH & DENTAL	TECH FEE	TOTAL PER TERM	LABORATORY FEE PER LAB COURSE
COLLEGE & CAREER PREPARATION								
Academic Foundations	$4,296.00	$115.00	$18.00	$79.00	$163.00	$105.00	$4,776.00	
College Preparation	$1,431 per course	$115.00	$18.00	$79.00	$163.00	$105.00	varies	$35.00
English for Academic Purposes	$4,350.00	$115.00	$18.00	$79.00	$163.00	$105.00	$4,830.00	
CERTIFICATE & DIPLOMAS								
Bridge to Canadian Nursing (IENCN)	$10,080.00	$115.00	$18.00	$79.00	$163.00	$105.00	$10,557.00	
Business Administration	$7,203.00	$115.00	$18.00	$79.00	$163.00	$105.00	$7,683.00	
Child and Youth Care Diploma	$6,732.00	$115.00	$18.00	$79.00	$163.00	$105.00	$7,212.00	
Community Based Environmental Monitoring	$5,358.00	$115.00	$18.00	$79.00	$163.00	$105.00	$5,838.00	
Early Learning and Childcare	$6,732.00	$115.00	$18.00	$79.00	$163.00	$105.00	$7,212.00	
Educational Assistant	$7,203.00	$115.00	$18.00	$79.00	$163.00	$105.00	$7,683.00	
Environmental Technology	$6,732.00	$115.00	$18.00	$79.00	$163.00	$105.00	$7,212.00	$35.00
General Arts Certificate	$7,866.00	$115.00	$18.00	$79.00	$163.00	$105.00	$8,346.00	
General Sciences Certificate	$7,866.00	$115.00	$18.00	$79.00	$163.00	$105.00	$8,346.00	$35.00
Computer Systems Technology	$7,866.00	$115.00	$18.00	$79.00	$163.00	$105.00	$8,346.00	
Governance and Civil Studies	$7,866.00	$115.00	$18.00	$79.00	$163.00	$105.00	$8,346.00	
Health Care Aide	$11,355.00	$115.00	$18.00	$79.00	$163.00	$105.00	$11,835.00	$135.00
Global Supply Chain Management	$7,203.00	$115.00	$18.00	$79.00	$163.00	$105.00	$7,683.00	
Human Resource Management	$7,203.00	$115.00	$18.00	$79.00	$163.00	$105.00	$7,683.00	
Office Administration	$7,866.00	$115.00	$18.00	$79.00	$163.00	$105.00	$8,346.00	
Open Studies	$7,866.00	$115.00	$18.00	$79.00	$163.00	$105.00	$8,346.00	$35.00
Post Diplomas	$7,563.00	$115.00	$18.00	$79.00	$163.00	$105.00	$8,043.00	
Practical Nurse	$468 per credit	$115.00	$18.00	$79.00	$163.00	$105.00	varies	$135.00
Social Work	$7,866.00	$115.00	$18.00	$79.00	$163.00	$105.00	$8,346.00	
University Studies	$7,866.00	$115.00	$18.00	$79.00	$163.00	$105.00	$8,346.00	$35.00
COLLABORATIVE DEGREES								
Business Administration	Years III & IV will be paid to Northern Alberta Institute of Technology							
Education – Years III & IV	Years III & IV will be paid to University of Alberta							
Nursing – Year I & II	$7,866.00	$115.00	$18.00	$79.00	$163.00	$105.00	$8,346.00	$135.00
Nursing – Year III	$717.00 per credit	$115.00	$18.00	$79.00	$163.00	$105.00	varies	$135.00
Nursing – Year IV	Year IV will be paid to the University of Alberta.							

INTERNATIONAL FULL-TIME TRADES TUITION & FEES

PROGRAM	TUITION	SA FEE	SA BUILDING FEE	CAMPUS RECREATION FEE	*HEALTH & DENTAL	TECH FEE	MATERIALS FEE	TOTAL
4th Class Power Engineering Comprehensive^	$38,382.00	$230.00	$36.00	$158.00	$326.00	$210.00	N/A	$39,342.00
Power and Process Technology	$10,098.00	$115.00	$18.00	$79.00	$163.00	$105.00	N/A	$10,376.00

NOTE: All Trades program fees are for one year.
**Health & Dental fees are subject to change on an annual basis.*
^ *Power Engineering students are charged an additional $108.90 for each Alberta Boiler Safety Association (ABSA) examination written for the program.*

INTERNATIONAL PART-TIME TUITION & FEES PER SEMESTER

PROGRAM	PER CREDIT	SA FEE	SA BUILDING FEE	CAMPUS RECREATION FEE	TECH FEE	LABORATORY FEE PER LAB COURSE
COLLEGE & CAREER PREPARATION						
Academic Foundations	$288.00	$57.50	$9.00	$79.00	$105.00	
College Preparation	$1,431.00 per course	$57.50	$9.00	$79.00	$105.00	$35.00
CERTIFICATE & DIPLOMAS						
Bridge to Canadian Nursing (IENCN	$720	$57.50	$9.00	$79.00	$105.00	$135.00
Business Administration	$681.00	$57.50	$9.00	$79.00	$105.00	
Child and Youth Care	$522.00	$57.50	$9.00	$79.00	$105.00	
Early Learning and Childcare	$522.00	$57.50	$9.00	$79.00	$105.00	
Educational Assistant	$552.00	$57.50	$9.00	$79.00	$105.00	
Environmental Technology	$639.00	$57.50	$9.00	$79.00	$105.00	$35.00
General Arts Certificate	$753.00	$57.50	$9.00	$79.00	$105.00	
General Sciences Certificate	$753.00	$57.50	$9.00	$79.00	$105.00	$35.00
Computer Systems Technology	$753.00	$57.50	$9.00	$79.00	$105.00	
Governance and Civil Studies	$753.00	$57.50	$9.00	$79.00	$105.00	
Health Care Aid	$696.00	$57.50	$9.00	$79.00	$105.00	$135.00
Global Supply Chain Management	$681.00	$57.50	$9.00	$79.00	$105.00	
Human Resource Management	$681.00	$57.50	$9.00	$79.00	$105.00	
Office Administration	$753.00	$57.50	$9.00	$79.00	$105.00	
Open Studies	$753.00	$57.50	$9.00	$79.00	$105.00	$35.00
Post Diplomas	$723.00	$57.50	$9.00	$79.00	$105.00	
Practical Nurse	$468.00	$57.50	$9.00	$79.00	$105.00	$135.00
Social Work	$753.00	$57.50	$9.00	$79.00	$105.00	
University Studies	$753.00	$57.50	$9.00	$79.00	$105.00	$35.00
COLLABORATIVE DEGREES						
Business Administration	Years III & IV will be paid to Northern Alberta Institute of Technology					
Education – Years III & IV	Years III & IV will be paid to University of Alberta					
Nursing – Year I & II	$753.00	$57.50	$9.00	$79.00	$105.00	$135.00
Nursing – Year III	$717.00	$57.50	$9.00	$79.00	$105.00	$135.00
Nursing – Year IV	Year IV will be paid to the University of Alberta.					

INTERNATIONAL PART-TIME TRADES TUITION & FEES

PROGRAM	TUITION	SA FEE	SA BUILDING FEE	CAMPUS RECREATION FEE	TECH FEE	TOTAL
Power Engineering 4th Class (CML)	$4,170.00	$115.00	$26.88	$150.00	$200.00	$4,289.88
Power Engineering 3rd Class (CML)	$4,680.00	$115.00	$26.88	$150.00	$200.00	$4,754.88
Power and Process Technology	$990 per credit	$57.50	$9.00	$79.00	$105.00	varies

INTERNATIONAL TUITION & FEES FOR SPRING SEMESTER

PROGRAM	PER CREDIT	SA FEE	SA BUILDING FEE	CAMPUS RECREATION FEE	TECH FEE	LABORATORY FEE PER LAB COURSE
COLLEGE & CAREER PREPARATION						
Academic Foundations	$282.00	$21.60	$3.45	$75.00	$105.00	
College Preparation	$1,404.00 per course	$21.60	$3.45	$75.00	$105.00	$35.00
CERTIFICATE & DIPLOMAS						
Business Administration	$681.00	$21.60	$3.45	$75.00	$105.00	
Child and Youth Care	$522.00	$21.60	$3.45	$75.00	$105.00	
Early Learning and Childcare	$522.00	$21.60	$3.45	$75.00	$105.00	
Educational Assistant	$552.00	$21.60	$3.45	$75.00	$105.00	
Environmental Technology	$639.00	$21.60	$3.45	$75.00	$105.00	$35.00
Computer Systems Technology	$753.00	$21.60	$3.45	$75.00	$105.00	
General Arts Certificate	$753.00	$21.60	$3.45	$75.00	$105.00	
General Sciences Certificate	$753.00	$21.60	$3.45	$75.00	$105.00	$35.00
Governance & Civil Studies	$753.00	$21.60	$3.45	$75.00	$105.00	
Human Resource Management	$681.00	$21.60	$3.45	$75.00	$105.00	
Open Studies	$753.00	$21.60	$3.45	$75.00	$105.00	$35.00
Practical Nurse	$468.00	$21.60	$3.45	$75.00	$105.00	$135.00
Social Work	$753.00	$21.60	$3.45	$75.00	$105.00	
University Studies	$753.00	$21.60	$3.45	$75.00	$105.00	$35.00
COLLABORATIVE DEGREES						
Nursing – Year I & II	$753.00	$21.60	$3.45	$75.00	$105.00	$135.00

INTERNATIONAL CO-OP TUITION TABLE

PROGRAM	TUITION PER TERM	SA FEE	SA BUILDING FEE	CAMPUS RECREATION FEE	TECH FEE	TOTAL PER TERM
Business Administration Co-op Work term	$1,821.00	$115.00	$18.00	$75.00	$105.00	$2,134.00
Environmental Technology Co-op Work term	$657.00	$115.00	$18.00	$75.00	$105.00	$970.00

ADMISSION STATUS

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

Regular Students are admitted to a credit program based on meeting the entry requirements, or having satisfied a provision of admission, or having successfully completed a probationary period.

Mature Students meet one of the following criteria with or without a completed High School Diploma: (1) have been out of school for at least three consecutive years; or (2) are at least 21 years of age at time of registration.

Conditional Students are admitted to a credit program with the conditions that transcripts or other documents are provided to confirm admission requirements are met. Conditions must be cleared 10 business days prior to the start of classes, or the offer of conditional acceptance may be revoked.

Special Students (also known as Open Studies Students) may be admitted to individual credit courses but not to a credit program. Students may take up to 24 credits in their lifetime. Special Students are not eligible to receive a certificate of diploma.

Matriculation Students are those who are not eligible for University Studies or other post-secondary programs due to missing one of the high school prerequisites. Depending on the program for which they apply, they may be conditionally accepted with the provisional deficiency and permitted to register in post-secondary and College Preparation courses. Matriculation students pay fees in accordance with the program for which they have been accepted.

Visiting Students are admitted based on a letter of permission from another institution, with the intention of transferring Keyano College credits back to the home institution.

Auditing Students are permitted to audit individual courses with the permission of the Program Chair in consultation with the appropriate instructor. Auditing students are not subject to an evaluation process and do not participate in class discussion, grades are not assigned, and no credit is granted for the courses. At the discretion of the Program Chair in consultation with the appropriate Dean, certain courses including individual lessons, studio, and shop offerings, may be deemed inappropriate for and closed to audit students. A change in status from audit to regular is permitted only within the first two meetings of the class.

Probationary Students are admitted subject to meeting specific requirements of academic achievement or behavioural performance. Students who meet the conditions of their probation will become Regular Students. Students who do not meet the conditions of their probation may be required to withdraw from the College for at least one semester.

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

REGISTRATION

All students at the College are required to register in their courses. Students will not be allowed to attend classes unless they have officially registered. Registration is not complete until all fees are paid, or proof of funding is presented. Consult the *Payment of Fees* policy on page 17.

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

Full-time Student

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

Part-time Student

A student who is registered in less than 60% of the full program load is classified as a part-time student.

Students who are receiving funding by student loans and most sponsors must maintain full-time status throughout the term. Students are responsible for knowing their registration status. A change in status may affect eligibility for sponsorship, loans, athletics, scholarships, financial awards, housing, and some College services.

CHANGES IN REGISTRATION

Within the first 1/8 of a semester, students may add or drop courses via Self Service (except for courses in Nursing & Allied Health and Trades & Technology). After the first 1/8 of a semester, students may withdraw from a course through the Office of the Registrar with Chair permission using a Change of Registration form (available online at keyano.ca/forms).

Consult the Grading System and Fees section of this calendar for information on penalties for dropping a course after the 1/8 period. Students who fail to report changes in their registration status will be charged fees according to the fee assessment guideline.

LATE REGISTRATION

Students who receive permission to register by their Program Chair and the Office of the Registrar two weeks (ten business days) after the first official day of classes in any given semester will be charged a $27 late registration fee on any course(s).

WITHDRAWAL FROM A COURSE OR A PROGRAM

A student can withdraw from a program within the first 3/4 of a course. However, speaking with the Program Chair, or a Student Advisor first is strongly encouraged. To withdraw, students must complete a Withdrawal Form (available online at keyano.ca/forms) and submit it to the Office of the Registrar. Non-attendance is not accepted as a notice of withdrawal. Students may submit a Withdrawal Form after the Withdrawal Deadline; however, final grade is based on the course work completed.

DROP PERIOD

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

WITHDRAWAL PERIOD

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

Refunds are determined according to the refund policy (see Refund of Fees, page 17 to 18).

PRACTICUM FAILURES

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

CHANGE OF NAME OR ADDRESS

Please notify the Office of the Registrar in writing immediately of any name changes so that student records remain accurate. Name change documentation must be included. Change of Information form is available online at keyano.ca/forms. It is also vital that any change or telephone number or address be updated in the student record. Transcripts, refund cheques, and certificates or diplomas are mailed to a student's permanent address. To change an address, students must complete a Student Change of Information form available online at keyano.ca/forms.

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

CONFIDENTIALITY

The personal information a student provides upon admission is being collected under the authority of the Colleges Act and in accordance with the Freedom of Information and Protection of Privacy Act of the Province of Alberta. Data collected will be used for the purpose of admission, registration, issuing income tax receipts, scholarships and award, convocation, sending education information, library services, emergency notification, and for college research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Advanced Education to meet reporting requirements; Alberta Human Services for determining and monitoring student eligibility for their services; work experience and practicum sites to set up appropriate placements; Students' Association for the purposes of membership and information sharing; Syncrude Sport & Wellness Centre for the purposes of membership; and Student Academic Support Services for the purpose continuous improvement of student academic success.

Keyano College will only release student information with the written consent of that student. Authorization for the Release of Student Information and Third-Party Authorization forms are available from the Office of the Registrar.

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

ADVANCED CREDIT

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

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

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

PRIOR LEARNING ASSESSMENT RECOGNITON

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

PLAR is available to students who have been admitted to Keyano College programs. Prior Learning is assessed utilizing a formal assessment process, which may include examinations, projects, auditions, performances, essays, and assignments. The final decision regarding the assessment methodology rests with the Instructor of the course and appropriate Program Chair. Students who receive a failing grade in a course because of PLAR will not be permitted a second opportunity. Prior Learning must equate to existing Keyano College courses. Unless otherwise stated, University Studies and Nursing courses are exempt from PLAR.

Additional information for Practical Nurse diploma students

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

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

PN COURSES ELIGIBLE FOR PLAR

COURSE	PLAR PROCESS
NURS 106 Foundation of Anatomy & Physiology	PLAR Exam
HE ED 102 Health Education	Written Paper
COMM 103 Communications for Nursing	Written Paper
PAPHY 105 Pathophysiology for Health Care Professionals	PLAR Exam
PHARM 130 Basic Pharmacotherapeutics	PLAR Exam
PN 158 Health Assessment	PLAR Exam and Performance Assessment
PN 160 Nursing Practice I: Continuing Care	Performance Assessment

NOTE:
Written Paper: Pass mark is 70%
Performance Assessment: Skill testing in laboratory setting with a demonstration of required skills. A scenario may be presented incorporating all "critical skill" elements. Pass mark is an 80%.

PLAR forms are available online at keyano.ca/forms.

FEES FOR PRIOR LEARINING ASSESSMENT RECOGNITION

PLAR Request forms are available online at keyano.ca/forms and completed application should be submitted to the Office of the Registrar. The standard fee for PLAR is 50% of the normal course fee. When PLAR can be made at the time of admission to a program based on admission and placement, the fee will be reduced to 25% of the normal course fee. Fees are non-refundable and must be paid one week prior to the student undertaking the assessment process.

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

RESIDENCY REQUIREMENT

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

TRANSFERABILITY

ALBERTA NORTH RESIDENCY REQUIREMENTS

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

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

ALBERTA TRANSFER GUIDE

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

The Guide and other transfer information are available online at TransferAlberta.ca or by contacting:

Alberta Council on Admissions and Transfer
11th Floor, Commerce Place
10155 – 102 Street Edmonton, AB T5J 4L5
310-0000, 422-9021 (too-free Alberta) or 780-422-9021
acat@gov.ab.ca

EXAMINATIONS

GENERAL EXAMINATIONS

At the beginning of each course, instructors will outline the method of evaluation used in determining the final grades.

Students must be available for final examinations at the scheduled times or they may be granted a grade calculated based on work completed throughout the semester.

Students have access to review their final exam within two months after the date of the final examination.

SPECIAL EXAMINATIONS

Keyano College is committed to fair and equitable administration of special examination requests by students. To provide a fair opportunity for students to demonstrate their learning, final examinations may have to be deferred. In the case of supplemental examinations, students may require a second opportunity to demonstrate their learning. A challenge exam would be an opportunity for a student to demonstrate prior learning to be granted credit. The policy and procedures have been developed to provide consistency for all three situations.

This policy applies to all Keyano students registered in credit and non-credit programs and to all instructors administering final examinations. It will apply to all final examination sessions for Fall, Winter and Spring terms.

For Collaborative Degree programs, Keyano College will follow examination guidelines as identified in the Memorandum of Understanding.

Keyano College will be guided by the following principles in determining examination requests:

- Fairness – all students will be evaluated for extenuating circumstances with every attempt being made to be fair to the individual situation.
- Consistency – each case will be dealt with in consideration of the policy and in consideration of past decisions to ensure cross-campus consistency.
- Opportunity – when the unexpected happens, students will be able to apply for seek alternate exam arrangements. The opportunity to perform at their top level will be afforded to students who meet the conditions of this policy.

(Forms are available at keyano.ca/forms.)

DEFERRED FINAL EXAM:

Deferred Final Exam is a final exam that, due to exceptional circumstances, is re-scheduled outside of the final exam period.

Students who are unable to comply with the established dates and times for final exams can apply for exam deferral. Valid reasons for deferral include:

a. Bereavement
b. Personal illness or injury
c. Religious observances
d. Domestic affliction
e. Disability
f. Concurrent final exams

Documentation (medical certificate, death certificate, accident report, etc.) will be required to support a deferral request. All medical documentation must be provided to Health Services for verification. Application for deferral must be made prior to the examination or within 48 hours of the formal scheduled time.

Students must complete the Special Examination Application Form for deferred final examination. In the event the student is unable to complete the form within 48 hours, the Chair will be notified by the student and the form will be completed by the student within one week of the scheduled examination change.

The application form, available online, will be initiated by the student and provided to the instructor. The instructor, upon completion of their portion, regardless of whether the deferral is recommended at their level, will forward the form to the Chair and the Chair, regardless of whether the deferral is recommended at their level, will forward the form to the Office of the Registrar.

If the application is denied, the Office of the Registrar will send a letter indicating the reason for denial to the student. If the application is approved, the student and instructor will be notified via email. The student must schedule the exam with Testing Services. The student will receive a grade of DE (deferred exam) until revised grades are received.

The deferred exam must be written within 20 business days of the original examination date for the course, unless otherwise indicated. Deferred exams may be written at the same time as supplemental exams. The instructor will prepare the exam, deliver it to Testing Services, and mark the exam.

A change of grade form will be completed and submitted to the Chair for approval. The chair will then submit the change of grade form to the Office of the Registrar. The Office of the Registrar will change the grade in the student's record.

Apprenticeship students have access to deferred College final examinations. However, if the apprentice cannot write the College deferred final examination prior to the scheduled GoA – Apprenticeship and Industry Training (AIT) Branch Exam sitting at the College, the apprentice is responsible to make their own arrangements with AIT to write the AIT Branch Exam at another time.

SUPPLEMENTAL FINAL EXAM

Supplemental Final Exam is an additional final exam. Eligibility will be determined by the following criteria:

- Prior to the final exam, the student must have achieved a summative grade equal to or better than 60% for College Preparation, 65% for Trades programs or a C- in all other courses.
- All course work must be complete up to the time of the final evaluation.
- The student must have written the final examination and as a result earned a course final grade less than 60% in college preparation courses, less than 65% in Trades, or less than a C- in all other courses.
- A final exam graded zero because of Academic misconduct will not result in eligibility for a supplemental exam.
- Courses which are part of a collaborative degree will follow policies of the degree-granting institution.

Application of the supplemental final exam portion of this policy must be consistent with the transfer guidelines of receiving collaborative institutions.

Instructors and Chairs will review all student grades. Instructors will notify students who are eligible for supplemental exams, however, it is ultimately the student's responsibility to be aware of this policy and act accordingly. A student normally should discuss his/her request to write a supplemental final examination with the instructor of the course.

A student must complete a Special Examination Application Form for a supplemental final examination no later than 10 business days after final course grades are posted.

The student will submit the form to the instructor of the course. After completing the form, including grades, the instructor will forward it to the Chair. Upon completion, the student will submit the form together with the fee as indicated in the Credit Calendar to the Office of the Registrar. The fee is non-refundable, except with the denial of the request.

The Registrar will review the student's application and may grant or deny permission to write a supplemental final exam. The reason for a denial only, will be recorded on the application form. If an application is denied, the Registrar will advise the student in writing of the reasons for denial. If the application is approved, the student and instructor will be notified via email. The student must schedule the exam with Testing Services or with the Chair or Instructor.

The supplemental final examination must be written within 10 business days of the approval unless otherwise indicated. Supplemental final examinations can be written in the same time period as deferred exams.

The instructor will prepare the exam, deliver it to Testing Services and mark the exam. A change of grade form will be completed and submitted to the Chair for approval. The Chair will then submit the change of grade form to the Office of the Registrar. The Office of the Registrar will change the grade in the student's record.

Not more than one supplemental final exam will be allowed in any one course per term/intake. A student may be allowed to write a second supplemental final exam if the student repeats the course.

Maximum of two supplemental final exams will be allowed per academic year. The supplemental exam mark will replace the initial final exam mark. The maximum recordable grade because of a supplemental final exam would be a blended mark for the supplemental final exam and the course work as per the course outline.

Apprenticeship students have access to supplemental College final examinations. However, if the apprentice cannot write the College supplemental final examination prior to the scheduled GoA – Apprenticeship and Industry Training (AIT) Branch Exam sitting at the College, the apprentice is responsible to make their own arrangements with AIT to write the AIT Branch Exam at another time.

CHALLENGE EXAM

Challenge Final Exam is an exam written to demonstrate course competency based on evidence of acquired skills or knowledge.

All apprenticeship challenge exams are scheduled and administered through the provincial GoA – Apprenticeship and Industry Training (AIT) offices.

Student makes an appointment with the appropriate Chair and discusses the intent and the reasons for writing a challenge exam. The Special Examination Application Form, available online, will be initiated by the student and provided to the Chair.

The Program Chair will arrange a meeting with the student, the course instructor(s) and the Registrar. The individuals may grant or deny permission to write a challenge exam. The reasons for the denial will be recorded on the application and the Registrar will advise the student in writing the reason for the denial.

If the application is approved, the instructor suggests the date, time, and place for the challenge exam. The instructor will inform the appropriate Chair of the date, time, and place, for the challenge exam. The Chair will send the completed form to the Office of the Registrar and the Registrar will inform the student.

The student will pick up the approved application form from the Office of the Registrar and will pay a non-refundable fee of 50% for the course fee per challenge exam. This fee must be paid five business days prior to writing the challenge exam.

The challenge exam must be written within two weeks of the approval unless otherwise indicated. The instructor will prepare, administer, and mark, the exam. A change of grade form will be completed and submitted to the Chair for approval. The Chair will then submit the change of grade form to the Office of the Registrar. The Office of the Registrar will enter the grade in the student's record. The grade recorded for a successful examination is CR which is not calculated in the GPA of the student. A failing grade will be recorded as an F.

Does not apply to any course offerings at Keyano College that are subject to external accrediting agencies. No student shall receive advanced credit or accumulate challenge exam credits more than 50% of total required for graduation in certificate and diploma programs, except in exceptional circumstances. A student who failed a course at Keyano College will not be allowed to write a challenge exam for that course within two years of failing that course. A re-write for a challenge exam will not be allowed.

All apprenticeship challenge exams are scheduled and administered through the provincial GoA – Apprenticeship and Industry Training (AIT) offices.

APPEAL OF POLICY

The student will inform the Registrar in writing that he/she wishes to appeal the decision. The registrar will gather information and in consultation with the Vice President Academic, a ruling will be made.

If there is a further appeal, a committee, which will include the Registrar and Vice President Academic as well as any of the following as deemed appropriate: President & CEO, Dean, Director, Chair, Instructors, Others who meet the conditions of this policy.

REPEATING A COURSE

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

GRADING PROCEDURES FOR CREDIT PROGRAMS:

All programs are categorized into three classifications: Academic Upgrading; Certificate, Diploma and University Studies; and Trades and Occupation related Certificate and Diploma programs. The grading scale provided below is used for grade reporting and GPA calculation. Calculation of GPA is used to determine academic standing, which defines a student's status and eligibility to continue to the next semester or year of study. Academic Upgrading and Trades and Technology related Certificate and Diploma programs report grades in a Percentage Grade format, all other program report grades in an Alpha Grade.

Individual programs which are exempt from the standard minimum grade for passing, will be noted in the Program of Study for each program and in the course descriptions.

Apprenticeship and Power Engineering related programs are exempt from the minimum grade for passing, these programs will align their minimum grade requirements with AIT and ABSA.

GRADING SCALES:

Keyano College uses both letter grades and percentage grades for the reporting of final grades in credit courses. The minimum passing grade for an individual course is 50% or D, unless otherwise identified by an individual program. A minimum GPA of 1.7 or higher is required for students to remain in good academic standing and progress to the next semester, unless otherwise indicated for a specific program.

4.0 GRADE SCALE	ALPHA GRADE	PERCENTAGE SCALE
4.0	A+	93-100
4.0	A	85-92.9
3.7	A-	80-84.9
3.3	B+	77-79.9
3.0	B	74-76.9
2.7	B-	70-73.9
2.3	C+	67-69.9
2.0	C	64-66.9
1.7	C-	60-63.9
1.3	D+	55-59.9
1.0	D*	50-54.9
0.0	F	0-49.9

NOTES:

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

***With the exception of NURS 106, NURS 116, NURS 120, NURS 124, NURS 125, NURS 216, NURS 217, NURS 220, NURS 224 and MMI 133, a minimum grade of C- for all courses and an overall yearly GPA of 2.0 are required for all Bachelor of Science in Nursing students to progress. A minimum grade of C+ is required for NURS 106, NURS 116, NURS 120, NURS 124, NURS 125, NURS 216, NURS 217, NURS 220, NURS 224 and MMI 133.*

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

TRADES* AND OCCUPATION RELATED PROGRAMS

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

Effective September 1, 2019

Minimum Requirements to Pass Technical Training

To be endorsed by the Executive Director as having successfully completed a period of technical training in an apprenticeship program, an apprentice must receive from a training provider a cumulative weighted average mark of 65% or higher in the theory component and each practical component.

- The apprentice's mark for the theory component is calculated by applying the weighting identified in the trade's course outline to the mark reported for each section of the course and adding the results together to determine the cumulative weighted average.
- The apprentice's mark for each practical component is calculated by applying the Board-approved weighting to the mark reported for each section and adding the results together to determine the cumulative weighted average.

In addition to achieving a cumulative average mark of 65% or higher on the theory component and on each practical component, an apprentice must also score 50% or higher on every section of the theory and practical components for that period of technical training.

Review

Training providers are responsible for all marks reported to the Government of Alberta. The Executive Director will not adjust marks if the apprentice has not received the minimum pass mark from the training provider.

EXPLANATION/INTERPRETATION/GUIDANCE

Passing Marks

This policy requires the apprentice to achieve a cumulative weighted average mark of at least 65% in the theory component and a cumulative weighted average mark of at least 65% in each practical component for that period of technical training in order to be deemed successful by the Executive Director.

There is also an additional requirement that the apprentice achieve as least 50% in every section of both the theory and practical components of technical training. This is intended to ensure apprentices who progress have at least the minimum acceptable level of understanding across all competencies covered in the training.

Review

Training providers and their instructors are in the best position to assess the knowledge and skills of their students. Any request fir a review of an apprentice's marks must be submitted to the training provider by the apprentice. The training provider has the authority to determine how it will approach requests for review.

The Executive Director can accept new marks reported by the training provider. The Executive Director cannot overrule the training provider's decision regarding a requested review.

Credits
In the past, Apprenticeship and Industry Training has the option to assign an apprentice a credit (i.e., permission to progress to the next period of technical training) without meeting the minimum standard of achievement. This policy eliminates the practice of awarding credit. In order to progress, an apprentice must meet the minimum requirement to pass technical training described in this policy, as reported by the technical training provider.

Pre-Employment, Power Engineering, and Process Operations programs:

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

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

OTHER GRADING NOTATIONS:

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

EXPLANATIONS OF OTHER GRADING NOTATIONS:

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

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

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

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

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

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

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

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

GRADE APPEALS

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

The student shall present their case for appeal orally or in writing to the course instructor. The instructor shall respond within 2 business days. Both parties are expected to make every reasonable attempt to resolve the matter at this stage.

If the student is dissatisfied with the outcome, a written appeal may be submitted to the Program Chair within two business days of receipt of the instructor's decision. After hearing both parties, the Chair shall provide a response to both the student and the instructor within 2 business days.

If the student is dissatisfied with the outcome, a written appeal may be submitted to the Dean within 2 business days of receipt of the Chair's final decision. After review, the Dean will provide a final decision to all parties, within 3 business days.

CALCULATION OF GRADE POINT AVERAGE (GPA):

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

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

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

The calculated GPA is used to determine students' academic standing at Keyano College. Refer to Academic Policies (page 34) for further information.

ACADEMIC SUCCESS CENTRE

Clearwater Campus
Room CC119
Tel: 780-791-8934
Email: Academic.success@keyano.ca is the best way to access resources during virtual service delivery.

Hours of Operation
Monday to Friday: 8:30 a.m. – 4:30 p.m.
The Academic Success Coach provides support, information, education and advice to students to enable them to successfully engage with college life and study, access relevant college services, achieve academic and personal goals and complete their studies.

Services and Resources include:

- Providing individualized supports and resources to academically at-risk students to persist and succeed.
- Working with students in developing individualized Academic Action Plans that are tailored to students' strengths and needs.
- Facilitating students' access to College services.
- Coaching of College Success Skills:
  - Time-Management
  - Goal-Setting
  - Communication
  - Budgeting

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

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 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 on request.
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.

Individual & Group Study Space
The Academic Success Centre is open for independent and group study during regular College hours. The Centre offers a large common room with tables for individuals and groups, computers, and a printer/copier.

Peer Tutor Program
Peer tutors are an integral part of the team in the Academic Success Centre. Peer tutors are chosen from Keyano's student population based on academic achievement, instructor recommendation, and perceived need for support in specific courses/program. Peer tutors work on a part-time basis, scheduled to be flexible around their coursework and college commitments. Please drop by the Academic Success Centre if you are interested in employment as a peer tutor.

ACCESSIBILITY SERVICES

Clearwater Campus
Room CC260
Tel: 780-791-8934
Fax: 780-791-4952
Email: Accessibility.services@keyano.ca

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

All services are free to Keyano students.

Accessibility Services is the central campus resource for students with diagnosed and suspected disabilities. Reasonable accommodations, such as Learning Disabilities, ADHD and physical and mental health conditions, are provided to students with disabilities to remove barriers to learning and provide equal access to a full range of programs.

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

Assistive Technology:
Assistive technology appointments and sessions are available to students to assist with learning. Free software downloads and training for tools such as text to speech, dictation, and more are available for all Keyano College students.

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

BOOKSTORE

Clearwater Campus
Tel: 780-791-4960
Email: bookstore@keyano.ca

Hours of Operation
Monday - Friday 8:30 a.m.- 4:30 p.m.
We are closed on Saturdays, Sundays, statutory and school holidays, but you can shop at the **Online Bookstore** anytime at bookstore.keyano.ca.

Our Products
We support students and staff by providing textbooks, manuals and school supplies. We also have a variety of unique Keyano College gifts and stationery.

- Textbooks
- Trade books
- Individual Learning Modules for Trades Programs
- School supplies
- Snacks and beverages
- Keyano clothing
- Huskies clothing
- USB flash drives

- Smartphone cases and accessories
- Art supplies and specialty paper
- Greeting cards and gift bags
- Novels
- Postage stamps
- Gift Items
- Bus Passes and Tickets
- Printing credits can be added the Bookstore

COMPUTER AND SOFTWARE

In most programs, the majority of coursework at Keyano College requires computer access. While there are two freely accessible computer labs on campus, it is recommended that each student, prior to the first day of class, obtain a personal computer. Keyano College has created minimum computer standards as a guideline to support students' decision-making regarding this important investment. These standards represent the minimum requirements; unless expressly noted, higher capacity speed and versions are encouraged. Please review the Device Recommendations before making your purchase.

Students requiring assistance to understand these hardware and software recommendations can book an appointment with the Technology & Online Learning Librarian.

Please note ITS does not provide technical support for students' personal devices. However, if you are having issues with Keyano resources, you can contact the ITS helpdesk or call 780-791-4965.

The following are the minimum device requirements for Keyano College. Some programs may have additional requirements that supersede these requirements. As such, please check with your program to ensure you have the required specifications prior to purchasing a device.

Minimum Requirements and Recommended Upgrades for Windows (preferred system) and Apple devices:

- These minimum standards are required for a Windows computer/laptop (OS 10 or 11) and a MacIntosh (OS 10.14 or above).
- Windows 10 Operating System or above
- 4GB of RAM. Recommended upgrade to 8GB of RAM.
- 10GB+ available hard drive storage space. Note installing Microsoft Office 365 requires 3GB of available hard drive space.
- Install the Microsoft Office 365 suite (~3GB) *
- Microphone, webcam, and speakers (All modern laptops have these three accessories built in; however, a headset or earbuds with a microphone is also recommended.
- Windows has built-in anti-virus/malware software. It is essential to install system updates to keep your device secured regularly.

***MICROSOFT OFFICE 365 IS FREE TO KEYANO STUDENTS.**

FINANCIAL SERVICES

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

Housing rent and tuition fees owing to Keyano College can be paid anytime 24/7 by online banking at the following financial institutions: TD, CIBC, RBC, Bank of Nova Scotia, BMO, ATB and Credit Unions. Make your payments by using the bill payment option available in your online banking. The full 9-digit student ID# must appear with the payment – ex. 000555555. Allow up to 3 working days for your payment to be processed. Please note that this is the only available option to pay your fees. If your financial institution is not listed, then the tuition fees can be paid by cash at the mentioned financial institutions. Instruct the bank teller to pay the bill to Keyano College which is listed as one of the vendors in their online bill payment system. You can also use Plastiq online payment services at https://request.plastiq.com/pay-keyano-college.

Online Banking Procedures:

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

HEALTH SERVICES

Clearwater Campus
Room CC142
Tel: 780-791-4808
Fax: 780-715-3944
Email: health.services@keyano.ca

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

Health Services provides private and confidential health and wellness supports with a registered nurse. Visits are free and provincial health care is not required.

Health Services is in the Clearwater Campus, office CC142.

Health Services on Campus
On-campus services include the following:

- Assistance with finding community resources
- Blood pressure monitoring
- Blood sugar testing
- Equipment loans (crutches)
- First aid and emergency treatment
- Health education, health counselling and health promotion
- Injury reporting
- Nursing assessments and care
- Pregnancy testing
- Wound care and dressing changes

You do not need to belong to the student extended health care plan to access services. A Provincial Health Care Plan will be required for doctor and hospital visits.

Book an Appointment
Call 780-791-4808 or 780-792-5638 or email Health.Services@Keyano.ca if you have health related questions or to book an appointment.
Your appointment may be in-person, phone or Teams.
You may also be covered by the **Student Association of Keyano College Health and Dental Plan**.

Emergency Services
Medical emergency – call 911.
First aid or urgent situations – call Campus Security at 780-791-4911 or ext. 4911

HOUSING

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

For Housing Enquiries:
Keyano College Housing Departing
Clearwater Hall 9809 King Street
Fort McMurray, AB T9H 1L3
Tel: 780-791-4928 (Family) and 780-791-4929 (Single)
housing@keyano.ca

General Residence Guidelines:

- Students are advised to apply well in advance of their program start date as housing is assigned on a first come first serve basis.
- Single Housing -Full payment per semester is required along with a damage deposit.
- Family Housing –Payment is required on month-to-month basis, along with a damage deposit (which is due prior to occupancy).
- It is important to consider possible lifestyle changes while you are living as a student in a college housing environment, as single housing units are shared accommodations with other tenants.
- All Units for Housing (Clearwater Hall, Riedel Place and Penhorwood) are Smoke Free.
- All Units for Housing (Clearwater Hall, Riedel Place and Penhorwood are Pet Free.
- You will be required to sign a Residential Tenancy Agreement and a Student Code of Conduct agreement, which outlines your responsibilities and provides you with detailed housing rules and regulations.

Single Residence Options
Clearwater Hall
Clearwater Hall is located at 9809 King Street, located right on campus. Each furnished suite contains six private locking single bedrooms, a kitchen, storage room, living room and three bathrooms. You have your own private locking bedroom and share the kitchen/living room area as well as the washrooms with your roommates. Each unit has a cable TV common area. Each bedroom has wireless internet and hook-ups for your phone and cable. Laundry facilities are located on-the main floor.

Riedel Place
Riedel Place is located at 8820 Franklin Ave, approximately 2.4 km away from the Clearwater Campus. These units consist of three- and four-bedroom basement townhouses. Each single units are unfurnished with unfinished basements. They are located off campus but close to shopping centers, bus stops and grocery stores. You have your own private locking bedroom but will share the kitchen, living room, two washrooms and you will have in-suite laundry. Wi-Fi and Cable are included. Riedel Units have no garages, but power to plug in a vehicle.

Penhorwood Townhouses
Penhorwood Place is situated at 9914 Penhorwood Street, approximately 0.5 km from the Clearwater Campus. It is within walking distance of the College and the Syncrude Sport and Wellness Centre. Penhorwood Place consists of two, three and six locked bedroom townhomes with various floor plans. All units are furnished, and comes equipped with a fridge, stove, washer, and dryer., Each bedroom has hook-ups for phone, cable and internet. Wi-Fi and cable are included, however; no TVs are provided. Townhouses are either with a basement or with a garage.

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

Family Residence Options
Riedel Place
Riedel Place is located off campus, at 8820 Franklin Avenue, approximately 2.4 km away from the Clearwater Campus. These townhouses all offer three bedrooms and an unfinished basement. This complex is on a main city transit route and is within walking distance of schools, shopping facilities, restaurants, and other amenities. All units are unfurnished, although each unit comes equipped with a fridge, stove, washer, and dryer. Each unit has hook-ups for your phone, cable, and internet services. Riedel Units have no garages but has a plug-in for a for a standard sized vehicle during the winter months.

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

Single & Family Residence Rental Rates
Please refer to https://www.keyano.ca/en/student-services/housing.aspx for current rental rates.

NOTE: *fees are subject to change without notification.*

Students are eligible for the full-time student rental rate during the course of their full-time program duration. The program durations (start and end dates) are as per the Academic schedule which can be found on the following link https://www.keyano.ca/en/programs-and-courses/academic-schedule.aspx

INDIGENOUS STUDENT CENTRE

Clearwater Campus

The Indigenous Student Centre (ISC) 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 ISC cultivates community connection and student support. Several events take place in the ISC throughout the academic year, providing Indigenous teachings, crafts, guest speakers, music, etc.

Annual events include:

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

The Syncrude Technology Centre, the floor-to-ceiling windowed area located on the northeast side of the college, will become the Indigenous Student Centre.

INFORMATION TECHNOLOGY SERVICES (ITS)

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

Hours of Operation
Monday to Friday: 8:30 a.m. – 4:30 p.m.
(Excluding statutory holidays)

ITS provides the following services to students:

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

Additional information about the services that we provide can be found at keyano.ca/its.

INTERNATIONAL EDUCATION

Clearwater Campus
Tel: 780-215-4877 (call, WhatsApp, Viber, Signal)
Email: international@keyano.ca

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

The International Education Office is your one stop shop for all things pertaining to life in Canada; visas, permits, and help adjusting to life at Keyano. The International Education Office also explores multicultural and sports initiatives and rise to the challenge of being a global citizen in a time of great turmoil across the globe while expanding recruitment and support services for international students.

The International Education Office provides the following services to current students:

- Study permits and visas
- Post-graduation work permit
- Obtaining your social insurance number
- Obtaining your health care coverage
- Living and working in Canada

KEYANO THEATRE & ARTS CENTRE

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

The Keyano Theatre & Arts Centre has been the centre for arts and culture in the region for over 41 years. Keyano Theatre & Arts Centre boasts two outstanding theatrical venues: the 514-seat Keyano Theatre and the 194 seat Keyano Recital Theatre. The Arts Centre also has several studios for music, movement and the creative arts that are available to our students and community.

Keyano Theatre Company (KTC) offers a subscription season directed, designed and managed by professional artists while engaging our own community actors. With an emphasis on producing a quality product while offering patrons a wide variety of performances, Keyano Theatre Company continues to present exciting entertainment. Keyano Theatre also presents the best in professional touring and emerging artists with the Syncrude Arts Alive Concert Series.

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

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

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

LIBRARY

Clearwater Campus
Room CC166
Tel: 780-791-4917
Email: AskTheLibrary@keyano.ca
Website: keyano.ca/library

Hours of Operation
Refer to Library calendar on the homepage for current hours of operations: keyano.ca/library

Library Services

- Book a Librarian service for personalized research, online learning, and technology-related support (virtual and in person)
- Research, online learning, and technology-related workshops (virtual and in person)
- Interlibrary Loans (ILLs) and Scan on Demand Service
- Access to in person printing, photocopying, and scanning
- Virtual Reference Chat
- My Library Account support
- OneSearch, The Keyano College Library online catalogue: keyano.ca/library/find
- Access to NEOS Library catalogue

Library Resources

- Print and online collection, including books, journals, databases, and videos
- Loanable technology, including headphones, cameras, and laptops
- Online research, citation, and subject guides for students

Library Space

- Computer Lab
- Two large group study rooms
- Individual and collaborative quiet study spaces
- Leisure reading area

Library services are free to Keyano College students with a valid Keyano student ID card. Off-campus access to library-licensed online resources is available to students following generating their My Library Account information. Regional Municipality of Wood Buffalo residents can borrow print items from the Keyano Library using a TAL (The Alberta Library) card.

OFFICE OF THE REGISTRAR

Clearwater Campus
Room CC167
Tel: 780-791-4801
Fax: 780-791-4952
Email: registrar@keyano.ca

Hours of Operation
Monday, Tuesday, Thursday & Friday 8:30 a.m. – 4:30 p.m.
Wednesday 10:00 a.m. - 4:30 p.m.

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

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

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

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

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

The Office of the Registrar also:

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

SECURITY SERVICES

Clearwater Campus
Room CC153
Tel: 780-791-4911 or pick up any red telephone for direct access to Security.

Security Officers can be reached 24 hours a day for information regarding any of the services listed below for all Keyano College locations. CWC, SEIC, SSWC, Penhorwood, Riedel Housing Complex:

- General Information
- Lost & Found
- Access Control
- Complaint Investigations
- Public Safety
- All parking related issues, inquiries
- Emergency Medical Transportation
- Safewalk Program
- Personal Security Counselling

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

STUDENT ATHLETES

Syncrude Sport & Wellness Centre
Tel: 780-791-8900
Email: huskiesathletics@keyano.ca

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

VARSITY TEAMS

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

CLUB TEAMS

- Esports

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

The Huskies are members of the Alberta Colleges Athletic Conference and compete against 17 other institutions across Alberta and Saskatchewan. Athletes who are members of the volleyball, basketball, and soccer teams may be eligible for an Athletic Scholarship depending on athletic ability. The value of these award will align with the ACAC student awards policy.

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

STUDENT AND COLLEGE RESOURCES

STUDENT LIFE

Clearwater Campus
Room CC210
Tel: (780) 715-4644 (call, WhatsApp, Viber, Signal)
Email: studentlife@keyano.ca

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

Starting from recruitment, transition, engagement and retention, the Student Life Department is charged with bolstering student success through developing initiatives both inside and outside of the classroom. The Student Life Team is committed to eliminating barriers to student success; helping students develop their skills in leadership, teamwork, decision-making, communications and problem-solving. These initiatives are framed in valuing our diverse student population and developing opportunities for overall equity and inclusion. The Student Life team is also dedicated to providing students with a vibrant college experience with social events, engaging initiatives, and ways to get involved.

Some annual events and initiatives include:

- Student Ambassador and MAPS (Mentorship and Peer Support) Program
- Early Orientation
- The Keyano College Caucuses: International, Indigenous, Queer
- Keyano Days
- The Keyano Tea Student Newsletter
- Program Specific Information Sessions
- ELAA Domestic Recruitment Initiatives
- Fall and Winter Orientation
- 2SLGBTQI+ History Month
- West Ed Bus Trip
- International Education Week
- Thanksgiving
- Black History Month

TESTING SERVICES

Bob Lamb Centre
780-838-3847
Tel: 780-791-4838
Email: testing.services@keyano.ca

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

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

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

Specialized Testing:

- GED (General Education Development Test)
- Skills and Competency Assessments
  - DAT (Differential Aptitude Test)
- CELPIP (Canadian English Language Proficiency Index Program)

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

SYNCRUDE SPORT & WELLNESS CENTRE

Tel: 780-791-7792
keyano.ca/sport-wellness

Hours of Operation
Monday to Friday: 5:00 a.m. – 11:00 p.m.
Saturday & Sunday: 8:00 a.m. – 10:00 p.m.
Holidays: Please visit https://www.keyano.ca/en/athletics-and-fitness/syncrude-sport-and-wellness-centre.aspx

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

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

The Campus Recreation fee is a mandatory fee that entitle students to the use of Keyano's Syncrude Sport & Wellness Centre as well as admission to all Keyano College Huskies Athletics Home Games.

WELLNESS SERVICES

Services: 780.791.8934 | After Hours: 780.791.4911 (Security)

If this is an emergency and you need immediate assistance, call one of the numbers below.

- SOS Crisis Line - 780-743-4357 (HELP) or toll free at 1-800-565-3801
- Alberta Mental Health Line - 1-877-303-2642 (24/7 access, toll free)
- 211- call 211 within Alberta to be connected to community and social services in your area 24 hours a day, 365 days a year, in over 150 languages.

Wellness.services@keyano.ca is the best way to access resources during virtual service delivery.

Hours of Operations
Monday to Friday - 8:30 AM to 4:30 PM, excluding statutory holidays
Weekends/Holidays – Keyano Wellness Services is **not** a crisis service. If you need support outside of working hours, please call the emergency numbers above.

Located in room CC260 at Keyano College's Clearwater Campus, Wellness Services supports the health and wellness of Keyano students. Resources offered enable students to meet both academic and life challenges through counseling and support services in a confidential and safe environment. Students can access the walk-in Mindfulness Room within business hours without an appointment.

Keyano College Wellness Services is a safe, caring, inclusive, and respectful environment, where students can access free group and individual support.

A Mental Health Coordinator can help you if you are experiencing:

- challenges in your personal life affecting your academic life
- concerns about your emotional and mental health
- persisting problems
- bullying, harassment, or threats
- an abusive relationship (physically, emotionally, or mentally)
- sexual assault, or other forms of abuse
- anything unusual or making you feel uncomfortable
- homesickness
- eating disorders
- a feeling of dread
- substance use or other addictions
- trouble sleeping or nightmares, mood swings, or trouble concentrating

We can help you:

- develop the skills, attitudes, abilities, and insights to meet both academic and life challenges
- overcome personal challenges that may stand in the way of your success
- connect you to additional community supports and experts
- be well emotionally, social, intellectually, and physically

Confidentiality:

Sessions with mental health coordinators are confidential. Personal information is only shared with your permission, except in the case of imminent danger to self or others, court orders, or where otherwise required by law. Accessing support services is not part of a student's record at Keyano College.

Customized programs designed at the request of the communities are available – GED training, training to employment programs, computer basic workshops, online learning, teleconference/remote delivery, and cultural workshops.

Some examples of customized programs are:

- GED: This program offers GED preparation as well as career planning and employment skills. GED programs in the past have been offered in regional communities as well as in Fort McMurray.
- Community Based Environmental Monitoring (CBEM): The objective of this program is to provide classroom and land-based instruction leading to the attainment of the Community-Based Environmental Monitoring Certificate to ready, willing, and able First Nations, Inuit, and Métis participants. The Community-Based Environmental Monitoring Program provides environmental monitoring training through a holistic approach that reflects Indigenous perspectives and worldviews.
- Indigenous Youth Exploration of the Trades: Students are given the opportunity to explore trades that are in high demand based on collaboration with local industry. Students will also practice math and science skills that will support their entrance into the Trades.
- Indigenous Early Learning and Child Care: The 32-week online program gives students practical experiences in early learning and child care at each stage in a child's development. This includes learning how to create programs for children and give lessons through problem solving. Online learning makes this opportunity more accessible to people in rural and Indigenous communities.

For further information about the programs offered contact:
School of Continuing Education
Phone: 780-799-0535
Email: coned@keyano.ca or indigenous.ed@keyano.ca

PARTNERSHIPS

An integral part of successful programs is collaboration. Indigenous Education is very fortunate to have several stakeholders and partners that help us provide programs that are relevant to our communities and region. We create great things together by sharing our expertise, knowledge, and persistence.

Indigenous Education cannot achieve what it does without the participation of partners such as Athabasca Tribal Council, Rupertsland Institute, Government of Alberta, leadership from regional communities, and local industry. It is through collaboration and innovation that we can meet the education and training needs of the Regional Municipality of Wood Buffalo.

Indigenous Education supports students and staff to attend local events like the Northeastern Alberta Aboriginal Business Association Business Showcase. It is inspiring to learn from local entrepreneurs and see what the region is doing in the way of business and innovation.

INDIGENOUS STUDENT CENTRE

The Indigenous Student Centre (ISC) 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 ISC cultivates community connection and student support. Several events take place in the ISC throughout the academic year, providing Indigenous teachings, crafts, guest speakers, music, etc.

The Syncrude Technology Centre, the floor-to-ceiling windowed area located on the northeast side of the college, will become the Indigenous Student Centre. Here, students can attend ceremonies, meet with the Aunty/Elder-in-residence, and take part in communal cooking.

INDIGENOUS STUDENT RECOGNITION

All declared Indigenous students receive recognition at their convocation ceremony. Indigenous ceremonies are part of the College community and celebrations.

ELDER RECOGNITION

Elder support and participation are integral parts of our customized programs. Elders make positive contributions through advising classroom instructors, leading cultural events, and sharing their knowledge and experiences.

INDIGENIZATION

Indigenous ways of knowing are incorporated into certificate programs at the College. Community Based Environmental Monitoring braided the Indigenous and Western knowledge into the curriculum. This was also an essential part of the Early Learning and Child Care Certificate curriculum redesign.

When available, we reach out to knowledge holders who can share their authentic experiences in ways that support our students learning.

ANNUAL EVENTS

Annual events include:

- Orange T-Shirt Day
- Métis Day and flag raising
- Red Dress Recognition
- Bannock Day
- Louis Riel Day
- Truth & Reconciliation Day
- Indigenous Awareness Day
- Teepee (tipi) raising
- Indigenous Caucus

ACADEMIC FOUNDATIONS

Clearwater Campus

Do you want to gain the necessary prerequisites for further educational training opportunities; acquire the required academic skills necessary for employment opportunities; or be an active participant in your family, community, or society? If so, then Academic Foundations might be the program just for you.

The Academic Foundations program helps adult students gain the foundational skills they need in the areas of English language arts and mathematics. Upon completion, students may continue into Grade 10, 11, or 12 courses in the College Preparation program, qualify for admission into Career or Trades programs, or enter the workforce.

Independent, one-on-one, and small group study methods are used in the adult-oriented learning environment. Courses are offered on a full or part-time basis during the day.

Admission Requirements
Students can be admitted to the program based on:

- Completion of an Academic Placement Assessment demonstrating skill levels below the Grade 10 level

English Language Proficiency

- TOEFL iBT – minimum score of 40
- IELTS Academic – minimum score of 5.0
- CLBPT or CLBA – no section scores below 5.0
- CELPIP General – minimum score of 5.0
- Duolingo – minimum score of 70
- PTE (academic) – minimum score of 36

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Admission Process
Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
AFL 100	Foundational English Language Arts	12	60%
AFM 100	Foundational Mathematics	8	60%

Graduation Requirements
Prospective graduates of the Academic Foundations program who have a minimum grade of 60% in both AFL 100 Foundational English Language Arts and AFM 100 Foundational Mathematics will be issued an Academic Foundations Certificate.

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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

BACHELOR OF BUSINESS ADMINISTRATION

- BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Clearwater Campus

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

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

Admission to Year 1:
See admission requirements for Keyano Business Administration Diploma. Apply to Keyano.

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

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

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

FOR FURTHER INFORMATION
Please contact the Chair.

TO APPLY
ApplyAlberta.ca

BUSINESS ADMINISTRATION

- CERTIFICATE

Clearwater Campus

This program provides a comprehensive introduction to, and study of, the concepts, principles and practices of business, marketing and management. Students may study part-time or full-time with day or evening classes.

Admission Requirements
High School diploma or equivalent:

- English 30-1 with a minimum of 60% **OR** English 30-2 with a minimum of 65%

AND

- Math 30-1 **OR** Math 30-2 with a minimum of 55%

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

- the completion of the above English and Math courses only (with the grades specified)
  OR
- a pass mark on the College Entrance Assessment

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 100
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Admission Process
Please see Application Procedures on pages 7 to 8.

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

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1: Certificate Term I		**15**	
BUS 103	Introductory Business Computing	3	D
BUS 107	Business Communications I	3	D
BUS 110	Business Mathematics	3	D
BUS 130	Introductory Financial Accounting I	3	D
BUS 191	Management	3	D
Year 1: Certificate Term II		**15**	
BUS 111	Statistics I	3	D
BUS 117	Business Communications II	3	D
BUS 131	Introductory Financial Accounting II	3	D
BUS 239	Marketing	3	D
BUSINESS ELECTIVE*** (BUS 270 recommended for students interested in Management Diploma.)		3	D

ARTICULATION AGREEMENTS

Specific courses in the Office Administration Certificate and Diploma programs are treated as equivalents to some first year Business courses. Please consult the table below:

OFFICE ADMINISTRATION	BUSINESS ADMINISTRATION
Course	**Course**
OA 107 & OA 110 & OA 145	BUS 103
OA 108	BUS 130
OA 109	BUS 204

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

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

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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

BUSINESS ADMINISTRATION ACCOUNTING

- DIPLOMA
- CO-OP DIPLOMA

Clearwater Campus

The Business Administration Diploma Co-op – Accounting program is designed specifically for students who intend to pursue a career in accounting. The purpose of the co-op is to provide students with practical working and learning experiences. Students will combine skills and knowledge they acquired during their first year of business studies and apply it in selected organizations (those may be corporations, non-profits, governmental).

Students are encouraged to apply for admission when they register. Job placements are not guaranteed and are ultimately at the discretions of the employer.

Admission Requirements
High School diploma or equivalent:

- English 30-1 with a minimum of 60% **OR** English 30-2 with a minimum of 65%

AND

- Math 30-1 **OR** Math 30-2 with a minimum of 55%

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

- the completion of the above English and Math courses only (with the grades specified)
  OR
- a pass mark on the College Entrance Assessment

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 95
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Admission Process
Please see Application Procedures on pages 7 to 8.

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

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1 Term I		**15**	
BUS 103	Introductory Business Computing	3	D
BUS 107	Business Communications I	3	D
BUS 110	Business Mathematics	3	D
BUS 130	Introductory Financial Accounting I	3	D
BUS 191	Management	3	D
Year 1 Term II		**15**	
BUS 111	Statistics I	3	D
BUS 117	Business Communications II	3	D
BUS 131	Introductory Financial Accounting II	3	D
BUS 239	Marketing	3	D
BUS 270	Organizational Behaviour	3	D
Year 2 Term I		**16.5**	
BUS 204	Accounting Software Applications	3	D
BUS 210	Business Analytics and Data Visualization	3	D
BUS 230	Intermediate Financial Accounting I	3	D
BUS 233	Management Accounting I	3	D
BUS 264	Integrated Case	1.5	PASS
ECON 101	Micro-Economics	3	D
Year 2 Term II		**16.5**	
BUS 231	Intermediate Financial Accounting II	3	D
BUS 232	Corporate Finance	3	D
BUS 234	Management Accounting II	3	D
BUS 260	Business Law	3	D
BUS 263	Business Simulation	1.5	PASS
ECON 102	Macro-Economics	3	D

BUSINESS ADMINISTRATION ACCOUNTING

CO-OP DIPLOMA

Student may also apply directly to the Co-op Diploma. Students will be eligible to register in BUS 121 in the year in which they will complete all first-year courses, provided the student has maintained a GPA of 2.0 or higher.

Year 1 Term III (May – August)		9	
COURSE	**COURSE TITLE**	**CREDITS**	**Minimum Passing Grade**
BUS 121	Work Term	9	PASS

ARTICULATION AGREEMENTS

Specific courses in the Office Administration Certificate and Diploma programs are treated as equivalents to some first year Business courses. Please consult the table below:

OFFICE ADMINISTRATION	BUSINESS ADMINISTRATION
Course	**Course**
OA 107 & OA 110 & OA 145	BUS 103
OA 108	BUS 130
OA 109	BUS 204

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

Transferability

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

FOR FURTHER INFORMATION

Please contact the Chair.

Work Integrated Learning Coordinators
WIL@keyano.ca

TO APPLY

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

BUSINESS ADMINISTRATION DIGITAL MARKETING DIPLOMA

- DIPLOMA

Clearwater Campus - not accepting applications for 2025/26

The Digital Marketing Diploma Program provides the necessary skills, knowledge and attitudes required of digital marketing technicians for today's global economy. Students acquire skills in monitoring, strategy, community management, SEO (Search Engine Optimization) (natural and paid), content creation, use of a CMS (Content Management System), UX (User Experience) and customer service. Program graduates may pursue careers as SEO (Search Engine Optimization) Specialist, Digital Marketing Director, Social Media Specialist, Communications, Director, Marketing Research Analyst, Email Marketing Specialist, Digital Marketing Lead, Marketing Copywriter, Content Specialist, and SEM (Search Engine Marketing) Specialist.

Admission Requirements
High School diploma or equivalent, with:

- English 30-1 with a minimum of 60% **OR** English 30-2 with a minimum of 65%

AND

- Math 30-1 **OR** Math 30-2 with a minimum of 55%

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

- the completion of the above English and Math courses only (with the grades specified)
  OR
- a pass mark on the College Entrance Assessment

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 95
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Admission Process
Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1 Term I (September – December)		**17**	
DIGM 101	Community Management I - Monitoring	3	D
DIGM 102	Community Management II - Relationship Management	3	D
DIGM 103	Marketing Strategy for Digital Platforms	3	D
DIGM 104	Marketing Communication & Digital Platforms	4	D
DIGM 105	Promoting Products & Services through Mass Media	4	D
Year 1 Term II (January – April)		**14**	
DIGM 106	Search Engine Optimization (SEO)	4	D
DIGM 107	Search Engine Marketing (SEM)	6	D
DIGM 108	Content Editing for Digital Platforms	4	D
Year 2 Term I (September – December)		**18**	
DIGM 201	Digital Media Integration - Design & Computer Graphics	6	D
DIGM 202	Content creation for Digital Platforms & Communities	6	D
DIGM 203	Strategic Monitoring of the Web & Social Media	6	D
Year 2 Term II (January – April)		**15**	
DIGM 204	User Experience with Digital Platforms	4	D
DIGM 205	Developing Media Plan	4	D
DIGM 206	Integrated Customer Service Management	4	D
DIGM 207	Integration into the Profession	3	D
Year 2 Term III (Spring)		**4**	
Choose One DIGM 220 (Work Integrated Learning) **OR** DIGM 230 (Professional Integration Project)			PASS D

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

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

BUSINESS ADMINISTRATION ESPORTS MANAGEMENT

- DIPLOMA

Clearwater Campus - not accepting applications for 2025/26

A Business Administration Diploma with specialization in Esports Management will give you the tools needed to enter the exciting world of Esports. This two-year diploma will help you to develop the skills needed to start your career in the industry as a league administrator, coach, marketer, media content manager, and more.

Admission Requirements
High School diploma or equivalent:

- English 30/30-1 with a minimum of 60% **OR** English 30-2 with a minimum of 65%

AND

- Math 30-1 **OR** Math 30-2 with a minimum of 55%

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

- the completion of the above English and Math courses only (with the grades specified)
  OR
- a pass mark on the College Entrance Assessment

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 95
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Admission Process
Please see Application Procedures on pages 7 to 8.

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

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1 Term I (September – December)		**15**	
BUS 107	Business Communications I	3	D
BUS 130	Introductory Financial Accounting I	3	D
BUS 191	Management	3	D
ESPT 101	Introduction to Esports	3	D
ESPT 102	Contemporary Issues in Esports	3	D
Year 1 Term II (January – April)		**15**	
BUS 110	Business Mathematics	3	D
BUS 117	Business Communications II	3	D
BUS 239	Marketing	3	D
ESPT 103	Esports Health, Wellness and Performance	3	D
ESPT 110	The Esports Ecosystem: Domestic and International	3	D
Year 2 Term I (September – December)		**15**	
BUS 270	Organizational Behaviour	3	D
BUS 294	Project Management	3	D
ESPT 201	Esports Organizational Structure and Leadership	3	D
ESPT 210	Esports Marketing, Sponsorship and Promotion	3	D
ESPT 298	Esports Experiential Learning – Practicum	3	D
Year 2 Term II (January – April)		**16**	
BUS 293	New Enterprise Development	3	D
BUS 2XX	BUS 296 Operations Management BUS 299 Strategic Planning BUS 2XX or other second-year three-credits Business course	3	D
ESPT 220	Esports Media, Production, & Content Management	3	D
ESPT 230	Esports Event and Facility Management	3	D
ESPT 299	Esports Capstone	4	D

FOR FURTHER INFORMATION
Please contact the Chair.

TO APPLY
ApplyAlberta.ca
Office of the Registrar
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Fort McMurray, AB T9H 2H7
780-791-4801 or 1-800-251-1408
keyano.ca

BUSINESS ADMINISTRATION ESPORTS MANAGEMENT

Work Integrated Learning Placements
In order to graduate from Esports Management specialization, students are required to complete two courses that may involve work-integrated learning placements: ESPT 298 Esports Experiential Learning - Practicum and ESPT 299 Esports Capstone. Successful completion requirements of these two courses may be modified based on the availability of external and/or internal opportunities.

For their ESPT 298 Esports Experiential Learning – Practicum students may be placed in appropriate practical learning environments (clubs, organizations, tournaments, etc.). During their last, fourth term students are required to complete their ESPT 299 Esports Capstone project, which may be done in cooperation with external partner(s), or as an internal project, under internal supervision.

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

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

FOR FURTHER INFORMATION

Please contact the Chair.

Work Integrated Learning Coordinators
WIL@keyano.ca

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BUSINESS ADMINISTRATION GLOBAL SUPPLY MANAGEMENT DIPLOMA

- DIPLOMA

Clearwater Campus

The Global Supply Chain Management Diploma Program equips students with the fundamental skills needed to thrive in modern business and global supply chain environments as purchasing agents who take care of their company's supply, whether it is in finished products, components, or raw materials. In the program, learners develop communication, leadership, and ethical decision-making competencies through courses focusing on management, analytics, accounting, marketing, forecasting, purchase scheduling, and navigating relevant laws and treaties. After completing one of the program's two capstone courses (GSCM 210: Work Integrated Learning or GSCM 211: Professional Integration Project), learners develop authentic skills and experience with global supply chain operations and management. The courses and capstone experience help prepare graduates to address complex operational challenges as they pursue such careers as Supply Chain Analysts, Inventory Managers, Purchasing Agents, Warehouse Operations Supervisors, or Distribution Centre Coordinators.

Admission Requirements

High School Diploma or equivalent:

- English 30-1 with a minimum of 55% **OR** English 30-2 with a minimum of 65%

AND

- Math 30-1 **OR** Math 30-2 with a minimum of 55%

Mature Students

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

- the completion of the above English and Math courses only (with the grades specified)
  OR
- a pass mark on the College Entrance Assessment

English Language Proficiency

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 85
- Duolingo – minimum score of 115
- PTE (academic) – minimum score 58

See page 11 for other ways to meet the English Language Proficiency requirement.

Admissions Process

Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1 Term I (September-December)		**15**	
BUS 103	Introduction to Computer Applications in Business	3	D
BUS 107	Business Communications I	3	D
BUS 110	Business Mathematics	3	D
BUS 130	Introductory Financial Accounting I	3	D
BUS 191	Management	3	D
Year 1 Term II (January -April)		**15**	
BUS 131	Introductory Financial Accounting II	3	D
BUS 296	Operations Management	3	D
GSCM 100	Introduction to International Supply Chain	3	D
GSCM 107	GSCM Legal Frameworks	3	D
GSCM 199	GSCM Trade & Transportation	3	D
Year 2 Term 1 (September-December)		**15**	
BUS 111	Statistics I	3	D
GCSM 200	Customs, Brokerage & Freight	3	D
GCSM 201	GSCM Global Customs	3	D
GCSM 202	Inventory Management	3	D
GCSM 203	Warehouse Management	3	D
Year 2 Term II (January -April)		**15**	
BUS 210	Business Analytics and Data Visualization	3	D
BUS 239	Marketing	3	D
GSCM 204	International Purchasing	3	D
GSCM 207	Logistics Cost Analysis	3	D
GSCM 208	GSCM Forecasting	3	D
Year 2 Term III (Spring)		**4**	
Choose One GSCM 210 Work Integrated Learning **OR** GSCM 211 Professional Project		4	PASS D

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

Transferability

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

FOR FURTHER INFORMATION

Please contact the Chair.

HUMAN RESOURCE MANAGEMENT

- CERTIFICATE

Clearwater Campus

The Business Administration certificate with specialization Human Resources Management provides learners with the introductory organizational and business concepts required of the North American economy. Graduates of the program will be prepared for entry-level human resource management related positions in an organization and/or prepared to transition into second year of the Business Administration Human Resource Management Diploma specialization or other Business Administration Diploma programs offered at Keyano College.

Admission Requirements
High School Diploma, or equivalent:

- English 30-1 with a minimum of 60% **OR** English 30-2 with a minimum of 65%

AND

- Math 30-1 **OR** Math 30-2 with a minimum of 55%

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

- the completion of the above English and Math courses only (with the grades specified)
  OR
- a pass mark on the College Entrance Assessment

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 95
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Admission Process
Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1: Term I		**15**	
BUS 103	Introduction to Business Computing Applications	3	D
BUS 107	Business Communications I	3	D
BUS 191	Management	3	D
BUS 239	Marketing	3	D
HRM 100	Introduction to Human Resource Management	3	D
Year 1: Term II		**15**	
BUS 117	Business Communications II	3	D
BUS 260	Business Law	3	D
BUS 270	Organizational Behaviour	3	D
HRM 101	Human Resources Management Methods	3	D
HRM 102	Industrial Relations	3	D

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

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

FOR FURTHER INFORMATION
Please contact the Chair.

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

HUMAN RESOURCE MANAGEMENT

- DIPLOMA

Clearwater Campus

The Human Resource Management (HRM) Diploma will provide graduates with necessary skills and experiences for entry to supervisory-level careers in organizational human resource management. Learners are exposed to HRM specific topics as well to general business management topics, thus preparing them to be valuable contributors in a variety of organizational settings or also as individual HR consultants.

The Human Resource Management Diploma program is aligned with key Chartered Professionals in Human Resources of Alberta (CPHR) competencies. For program graduates who achieve a 70% or higher overall grade in a CPHR accredited program, the CPHR will waive the requirement to take the National Knowledge Exam (NKE)

Admission Requirements
High School Diploma, or equivalent:

- English 30-1 with a minimum of 60% **OR** English 30-2 with a minimum of 65%

AND

- Math 30-1 **OR** Math 30-2 with a minimum of 55%

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

- the completion of the above English and Math courses only (with the grades specified)
  OR
- a pass mark on the College Entrance Assessment

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 95
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.

Admission Process
Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1 Term I		**15**	
BUS 103	Introductory Business Computing	3	D
BUS 107	Business Communications I	3	D
BUS 191	Management	3	D
BUS 239	Marketing	3	D
HRM 100	Introduction to Human Resource Management	3	D
Year 1 Term II		**15**	
BUS 117	Business Communications II	3	D
BUS 260	Business Law	3	D
BUS 270	Organizational Behaviour	3	D
HRM 101	Human Resource Management Methods	3	D
HRM 102	Industrial Relations	3	D
Year 2 Term I		**12**	
BUS 299	Strategic Management	3	D
HRM 200	Strategic Staffing	3	D
HRM 201	Occupational Health & Safety	3	D
HRM 202	Training & Development	3	D
Year 2 Term II		**15**	
HRM 203	Human Resources Analytics	3	D
HRM 204	Strategic Compensation & Benefits	3	D
HRM 205	Advanced Strategic Human Resources Management	3	D
HRM 206	Performance Management	3	D
HRM 207	Negotiation and Conflict Resolution	3	D
Year 2 Term III		**3**	
Choose One HRM 211 Work Integrated Learning **OR** HRM 210 Human Resource Management Capstone		3 3	PASS D

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION
Please contact the Chair.

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BUSINESS ADMINISTRATION MANAGEMENT

- DIPLOMA
- CO-OP DIPLOMA

Clearwater Campus

This program provides a comprehensive introduction to, and study of, the concepts, principles and practices of business, marketing and management. The program is intended for students who seek a career in business without the specialization of the Accounting program. The purpose of the co-op is to provide students with practical working and learning experiences. Students will combine skills and knowledge they acquired during their first year of business studies and apply it in selected organizations (those may be corporations, non-profits, governmental).

Students are encouraged to apply for admission when they register. Job placements are not guaranteed and are ultimately at the discretions of the employer.

Admission Requirements
High School diploma or equivalent:

- English 30-1 with a minimum of 60% **OR** English 30-2 with a minimum of 65%

AND

- Math 30-1 **OR** Math 30-2 with a minimum of 55%

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

- the completion of the above English and Math courses only (with the grades specified)
  OR
- a pass mark on the College Entrance Assessment

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 95
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Admission Process
Please see Application Procedures on pages 7 to 8.

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

Program of Study
This program of study applies to those individuals entering the Business Administration diploma in the 2021-2022 year and onward.

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1 Term I		**15**	
BUS 103	Introductory Business Computing	3	D
BUS 107	Business Communications I	3	D
BUS 110	Business Mathematics	3	D
BUS 130	Introductory Financial Accounting I	3	D
BUS 191	Management	3	D
Year 1 Term II		**15**	
BUS 111	Statistics I	3	D
BUS 117	Business Communications II	3	D
BUS 131	Introductory Financial Accounting II	3	D
BUS 239	Marketing	3	D
BUS 270	Organizational Behaviour	3	D
Year 2 Term I		**16.5**	
BUS 210	Business Analytics and Data Visualization	3	D
BUS 233	Management Accounting I	3	D
BUS 264	Integrated Case	1.5	PASS
BUS 294	Project Management	3	D
BUS 296	Operations Management	3	D
ECON 101	Micro-Economics	3	D
Year 2 Term II		**16.5**	
BUS 232	Corporate Finance	3	D
BUS 260	Business Law	3	D
BUS 263	Business Simulation	1.5	PASS
BUS 293	New Enterprise Development	3	D
BUS 299	Strategic Management	3	D
ECON 102	Macro-Economics	3	D

BUSINESS ADMINISTRATION MANAGEMENT

CO-OP DIPLOMA

Student may also apply directly to the Co-op Diploma. Students will be eligible to register in BUS 121 in the year in which they will complete all first-year courses, provided the student has maintained a sessional GPA of 2.0 or higher.

Year 1 Term III (May – August)		9	
COURSE	**COURSE TITLE**	**CREDITS**	**Minimum Passing Grade**
BUS 121	Work Term	9	PASS

ARTICULATION AGREEMENTS

Specific courses in the Office Administration Certificate and Diploma programs are treated as equivalents to some first year Business courses. Please consult the table below:

OFFICE ADMINISTRATION	BUSINESS ADMINISTRATION
Course	**Course**
OA 107 & OA 110 & OA 145	BUS 103
OA 108	BUS 130
OA 109	BUS 204

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

Transferability

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

FOR FURTHER INFORMATION

Please contact the Chair.

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WIL@keyano.ca

TO APPLY

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keyano.ca

BUSINESS AVIATION

- DIPLOMA

Clearwater Campus

The Business Aviation Diploma program is for learners who are interested in pursuing a career in aviation business operations. This two-year diploma program provides students with business knowledge along with the aviation training component with Transport Canada standards. Through successful acquisition of both a private and commercial pilot's license within the program, graduates may pursue career specializations in northern aviation operations or airline operations.

Admission Requirements
High School diploma or equivalent:

- English 30-1 with a minimum of 60% **OR** English 30-2 with a minimum of 65%

AND

- Math 30-1 with a minimum of 50% **OR** Math 30-2 with a minimum of 55%

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

- the completion of the above English and Math courses only (with the grades specified)
  OR
- a pass mark on the College Entrance Assessment

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 95
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Spoken Language Proficiency Requirement
In addition to demonstrating English Language Proficiency, applicants whose first language is not English must also present Spoken Language Proficiency. Applicants who have six or more years of full-time education (including grade 12 year or higher) in a Canadian school where the language of instruction was English, meet this requirement. If applicants do not present these years of English education, they can meet this requirement by presenting one of the following:

- A minimum of 26 on the speaking band of TOEFL: iBT
- A minimum of 7.5 on the IELTS speaking band.
- A minimum of 125 on the Duolingo conversation band.

Non-Academic Admission Requirement

- Transport Canada Medical Examination 1 – for aviation / flying component.

Applicants of Canadian Indigenous Ancestry
Two positions per year are made available in the Business Aviation Diploma Program for qualified Canadian Indigenous applicants. If qualified Canadian Indigenous applicants are not admitted by May 30, the positions may be filled with students of non-Indigenous ancestry.

Recommended
It is strongly recommended that students complete a 'Discovery Flight' or equivalent, prior to admission to ensure flight tolerance.

Admission Process
Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1: Common Term I (September – December)		**16**	
AIR 100	Basic Flight Theory	4	C-
AIR 101	Private Flight Lab I	3	D
AIR 102	Private Flight Lab II	3	D
BUS 110	Business Mathematics	3	D
BUS 130	Introductory Financial Accounting I	3	D
Year 1: Common Term II (January – April)		**15**	
AIR 110	Advanced Flight Theory I	3	C-
AIR 111	Advanced Flight Theory II	3	C-
AIR 112	Intermediate Flight Lab	3	B-
BUS 107	Business Communications I	3	D
BUS 191	Introduction to Management	3	D

BUSINESS AVIATION

Airline Operations Specialization

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 2: Term I (September – December)		**16**	
AIR 200	Advanced Navigation Flight Lab	3	B-
AIR 201	Instrument Flight Theory	4	B-
AIR 202	Commercial Flight Lab	3	B-
BUS 239	Marketing	3	D
BUS 270	Organizational Behavior	3	D
Year 2: Term II (January – April)		**15**	
AIR 212	Multi-Engine Flight Lab	3	B-
AIR 215	Operational Flying and Safety Awareness	3	B-
AIR 2XX	Airline Operations Specialization Elective	3	C-
BUS 299	Strategic Management	3	D
BUS 2XX	Business Elective	3	D

Airline Operations Specialization Electives:

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
AIR 213	Single Engine IFR Lab	3	C-
AIR 214	Multi-Engine IFR Lab	3	C-
BUS 260	Business Law	3	D
BUS 293	New Enterprise Development	3	D

Northern Aviation Operations Specialization

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 2: Term I (September – December)		**14**	
AIR 200	Advanced Navigation Flight Lab	3	B-
AIR 202	Commercial Flight Lab	3	B-
AIR 211	Float Lab	2	B-
BUS 239	Marketing	3	D
BUS 270	Organizational Behavior	3	D
Year 2: Term II (January – April)		**17**	
AIR 210	Tailwheel Flight Lab	2	B-
AIR 212	Multi-Engine Flight Lab	3	B-
AIR 215	Operational Flying and Safety Awareness	3	B-
AIR 216	Wilderness & Remote First Response	3	B
BUS 293	New Enterprise Development	3	D
BUS 299	Strategic Management	3	D

Program Completion Requirements

Students are responsible to ensure they are eligible to graduate and should regularly consult with a Student Advisor. To be eligible to graduate, students must achieve the following:

- Minimum GPA of 1.70 on all Business course applicable toward the Business Aviation Diploma.

Aviation Assessment	Minimum Passing Grade Letter and % Equivalent
Flying	D / 50% in AIR 101, AIR 102
Theory	C- / 60% AIR 100, AIR 110, AIR 111
Flying	C- / 60% in AIR 213, AIR 214
Flying	B- / 70% in AIR 112, AIR 200, AIR 201, AIR 202, AIR 210, AIR 211, AIR 212
Theory	B- / 70% in AIR 215
Theory	B / 75% in AIR 216

Articulation Agreements

Specific courses in the Office Administration Certificate and Diploma programs are treated as equivalents to some first year Business courses. Please consult the table below:

OFFICE ADMINISTRATION	BUSINESS ADMINISTRATION
Course	**Course**
OA 108	BUS 130

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

Transferability

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

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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

COLLEGE PREPARATION

Clearwater Campus

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

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

- Successful completion of the Academic Foundations Certificate (minimum grade of C- in both AFM 100 and AFL 100),
  OR
- Transcript marks indicating successful completion of a program equivalent to an Alberta Education Grade 9 or higher,
  OR
- Completion of an Academic placement assessment demonstrating skill levels at or above the Grade 10 level.

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

English Language Proficiency

- TOEFL iBT – minimum score of 40
- IELTS Academic – minimum score of 5.0
- CLBPT or CLBA – no section scores below 5.0
- CELPIP General – minimum score of 5.0
- Duolingo – minimum score of 80
- PTE (academic) – minimum score of 36

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Admission Process
Please see Application Procedures on pages 7 to 8.

KEYANO COLLEGE HIGH SCHOOL EQUIVALENCY
The College Preparation program at Keyano College offers those who complete the program two High School Equivalency Diplomas that are universally accepted by universities, colleges, trade schools and employers. Courses taken by College Preparation students are equivalent to Alberta Education courses.

Alberta Council on Admissions and Transfers (ACAT). A listing of all acceptable equivalent courses is published annually on the following website link: Transfer Alberta

Keyano College High School Equivalency Diploma
Students must successfully complete the following requirements with a grade point average of 1.7.

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

** Two subjects must be at the 30-1 or 30-2 level*

Keyano College Advanced High School Equivalency Diploma
Students must successfully complete the following requirements with a grade point average of 1.7:

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

AND either Option 1 or 2:

Option 1
Two of the following courses:

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

Option 2
One of the following courses:

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

AND

One of the following courses:

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

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

A minimum of four College Preparation courses must be completed at Keyano College:

- English 30-1 or English 30-2,
- Two other 30 level courses,
- One other course at the 10, 20 or 30 level.

COLLEGE PREPARATION

Program of Study

**Not all courses are offered every term.*

COURSE	COURSE TITLE	CREDITS
BIOL 025	Biology 25	6
BIOL 030	Biology 30	5
CHEM 025	Chemistry 25	6
CHEM 030	Chemistry 30	5
COMP 010	Computer Literacy 10	5
ENGL 10-1	English 10-1	5
ENGL 10-2	English 10-2	5
ENGL 20-1	English 20-1	5
ENGL 20-2	English 20-2	5
ENGL 30-1	English 30-1	5
ENGL 30-2	English 30-2	5
FREN 111	Beginners' French I	3
FREN 112	Beginners' French II	3
MATH 10C	Mathematics 10C	6
MATH 10-3	Mathematics 10-3	5
MATH 20-1	Mathematics 20-1	5
MATH 20-2	Mathematics 20-2	5
MATH 20-3	Mathematics 20-3	5
MATH 30-1	Mathematics 30-1	5
MATH 30-2	Mathematics 30-2	5
MATH 30-3	Mathematics 30-3	5
MATH 031	Mathematics 31	5
PHYS 025	Physics 25	6
PHYS 030	Physics 30	5
SCIE 010	Science 10	5
SCIE 030	Science 30	5
SOST 10-1	Social Studies 10-1	5
SOST 30-1	Social Studies 30-1	5

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

Government Funding

The government of Alberta offers financial support to help with education and living costs through its Foundational Learning Assistance Program. Before you can apply for funding you must apply for admission to Keyano College and be accepted into your program. Funding may be available for full-time or part-time studies.

You may be eligible if you:

- are a Canadian Citizen, Permanent Resident, or Conventional Refugee
- have limited financial resources
- have an Alberta address

For more information, please visit https://www.alberta.ca/foundational-learning-assistance

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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COMMUNITY BASED ENVIRONMENTAL MONITORING

- CERTIFICATE

Not accepting applications for 2025-2026

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

Admission Requirements
Minimum 18 years of age (as of the first day of classes)
Grade 10 English: will accept:

- English 10-1 **OR**
- English 10-2 **OR**
- Provincial Equivalency **OR**
- G.E.D. (successful completion of the Language Arts Reading and Writing Skills portion) **OR**
- Demonstrated Grade 10 English Skills on College Placement Assessment

Grade 10 Math: will accept:

- Math 10C **OR**
- Math 10-3 **OR**
- Provincial Equivalency **OR**
- G.E.D. (successful completion of the Math portion) **OR**
- Demonstrated Grade 10 Math Skills on College Placement Assessment

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

Admissions Process
Please see Application Procedures on pages 7 to 8.

COURSE	COURSE TITLE	CREDITS
		30
ENVT 111	Health Safety for the Environmental Industry	3
ENVM 101	Mapping and Navigation	2
ENVM 102	Wildlife Monitoring	4
ENVM 103	Vegetation Monitoring	4
ENVM 104	Introduction to Communication Technologies in Environmental Monitoring	2
ENVM 105	Environmental Regulatory Processes	2
ENVM 106	Water and Snow Monitoring	2
ENVM 107	Air Monitoring	2
ENVM 108	Habitat Monitoring	4
ENVM 109	Soil Monitoring	2
INDST 101	Indigenous Knowledge	3

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

Advanced Credit and Laddering
Graduates of the Community-Based Environmental Monitoring Certificate program will be able to receive advanced credit towards the Environmental Technology Diploma at Keyano College Students who successfully complete the Community-Based Environmental Monitoring Certificate will receive advanced credit for three courses in the Environmental Technology Diploma upon successful completion of the necessary Environmental Technology Program Grade 12 entrance prerequisites. More specifically:

- To receive these advanced credits, students must apply to and be accepted in the ENVT program.
- Upon admission into the Environmental Technology Diploma program, students will be recognized as having completed ENVT 111: Health and Safety for the Environment Industry course.
- Students who have successfully completed ENVM 102 and ENVM 108 with a minimum grade of C- (60%) are eligible for advanced credit for ENVT 170: Animal Identification in the Environmental Technology Diploma program.
- Students who have successfully completed ENVM 103 and ENVM 108 with a minimum grade of C- (60%) are eligible for advanced credit for ENVT 252: Regional Plant Biology in the Environmental Technology Diploma program.

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Please contact the Chair.

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keyano.ca

COMPUTER SYSTEMS TECHNOLOGY

- CERTIFICATE

Clearwater Campus

The Computer Systems Technology program at Keyano College offers a comprehensive introduction to computing science and foundational skills, covering topics such as programming, formal logic, algorithmic problem-solving, computer communications, PC hardware, linear algebra, and statistics. Students gain a solid foundation in computing and mathematics, preparing them for diverse career opportunities in computer science and data analysis.

Admission Requirements
An average of 60% in:

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

See General Admission Requirements on Page 87 to determine which courses are in Groups A, B & C.

Mature Students
Must be 21 years of age by the first day of classes, with an average of 60% in:

- English 30-1
- Math 30-1
- Two of Biology 30, Chemistry 30, Physics 30, Mathematics 31

English Language Proficiency

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 85
- Duolingo – minimum score of 115
- PTE (academic) – minimum score of 58

See page 11 for other ways to meet the English Language Proficiency requirement.

Admission Process
Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1 Term I		**15**	
COMSC 101	Introduction to Computing	3	D
COMSC 174	Introduction to the Foundation of Computation I	3	D
COMSC 178	Introduction to PC Hardware and Systems Configuration	3	D
ENGL XXX	Any 100-level English (Recommended: ENGL 126)	3	D
STAT 151	Introduction to Applied Statistics I	3	D
Year 1 Term II		**15**	
COMSC 172	Formal Systems and Logic in Computing Science	3	D
COMSC 175	Introduction Foundation Computation II	3	D
COMSC 176	Data Communications and Networking	3	D
MATH 1120	Basic Linear Algebra I	3	D
ELECTIVE	Approved University Studies Elective	3	D

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

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

FOR FURTHER INFORMATION

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COMPUTER SYSTEMS TECHNOLOGY

- DIPLOMA

Clearwater Campus

The Computer Systems Technology program at Keyano College enables students to integrate software development and hardware skills. With an emphasis on computer graphics, digital hardware, data communications and networking, students apply their theoretical knowledge during laboratory classes. Program graduates will be prepared to enter careers in programming, network administration, software development, gaming programming, database management, and PC and network support

Admission Requirements
An average of 60% in:

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

See General Admission Requirements on Page 87 to determine which courses are in Groups A, B & C.

Mature Students
Must be 21 years of age by the first day of classes with an average of 60% in:

- English 30-1
- Math 30-1
- Two of Biology 30, Chemistry 30, Physics 30, Mathematics 31

English Language Proficiency

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 85
- Duolingo – minimum score of 115
- PTE (academic) – minimum score of 58

See page 11 for other ways to meet the English Language Proficiency requirement.

Admission Process
Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1 Term I		**15**	
COMSC 101	Introduction to Computing	3	D
COMSC 174	Introduction to the Foundation of Computation I	3	D
COMSC 178	Introduction to PC Hardware and Systems Configuration	3	D
ENGL XXX	Any 100-level English (Recommended: ENGL 126)	3	D
STAT 151	Introduction to Applied Statistics I	3	D
Year 1 Term II		**15**	
COMSC 172	Formal Systems and Logic in Computing Science	3	D
COMSC 175	Introduction Foundation Computation II	3	D
COMSC 176	Data Communications and Networking	3	D
MATH 1120	Basic Linear Algebra I	3	D
ELECTIVE	Approved University Studies Elective	3	D
Year 2 Term I		**15**	
COMSC 201	Practical Programming Methodology	3	D
COMSC 229	Computer Organization and Architecture I	3	D
COMSC 204	Algorithms I	3	D
COMSC 279	Operating Systems	3	D
ELECTIVE	Approved University Studies Elective	3	D
Year 2 Term II		**15**	
COMSC 211	Introduction to Computer Graphics	3	D
COMSC 239	Computer Organization and Architecture II	3	D
COMSC 291	Introduction to File and Database Management	3	D
COMSC 295	User Interfaces	3	D
COMSC 299	Web Based Internet Technology	3	D

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

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

FOR FURTHER INFORMATION
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keyano.ca

ENGLISH FOR ACADEMIC PURPOSES

- CERTIFICATE

Clearwater Campus - Not accepting applications for 2025-2026

The English for Academic Purposes (EAP) program will provide learners English language instruction for pursuing further academic study in Canadian post-secondary institutions. The focus will be on strengthening reading, writing, listening and speaking skills, and developing research and academic study skills. Attention will also be given to a four-skills approach to language learning based in the grammatical, functional, textual, and strategic competency elements of academic English.

Admission Requirements / English Language Proficiency
Applicants must possess the following minimum English Language Proficiency by course:

EAP 100
- IELTS 3.5 – 4.0
- TOEFL: iBT 20 – 29
- Duolingo 50 – 59
- PTE 30

EAP 200
- IELTS 4
- TOEFL: iBT 30 – 39
- Duolingo 60 – 69

EAP 300
- IELTS 6
- TOEFL: iBT 40 – 59
- Duolingo 70 – 79

Admission Process
Please see Application Procedures on pages 7 to 8.

Government Funding
The government of Alberta offers financial support to help with education and living costs through its Foundational Learning Assistance Program. Before you can apply for funding you must apply for admission to Keyano College and be accepted.

You may be eligible if you:
- Are a Canadian Citizen, Permanent Resident, or Conventional Refugee
- Have limited financial resources
- Have an Alberta address

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1: Term I (September – December)		**20**	
EAP 100	English for Academic Purposes I	20	65%
Term II (January – April)		**20**	
EAP 200	English for Academic Purposes II	20	65%
Term III (May – June)		**15**	
EAP 300	English for Academic Purposes III	15	70%

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION
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keyano.ca

ENVIRONMENTAL TECHNOLOGY

- DIPLOMA

Clearwater Campus

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

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

Graduates from this program are eligible to apply to transfer to year 3 of a BSc degree at the University of Lethbridge.

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

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

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

Mature Students
Mature students (students who are 21 years or older) require all courses listed above. Students missing English or Math may be eligible to write the College Entrance Assessment. Mature students are encouraged to speak with a Student Advisor for assistance.

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 100
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Admission Process
Please see Application Procedures on pages 7 to 8.

Program of Study

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

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

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

ENVIRONMENTAL TECHNOLOGY

CO-OP DIPLOMA

Clearwater Campus

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

This is a two-year diploma which develops the skills required for environmental positions with industry and government. The curriculum includes the necessary chemistry, biology and mathematics as it relates to the environment as well as environmental technology courses. In addition, a summer co-op work term is an integral component of the program.

Graduates from this program are eligible to apply to transfer to year 3 of a BSc degree at the University of Lethbridge.

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

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

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

Mature Students
Mature students (students who are 21 years or older) require all courses listed above. Students missing English or Math may be eligible to write the College Entrance Assessment. Mature students are encouraged to speak with a Student Advisor for assistance.

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 100
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Admission Process
Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1: Term I (September – December)		**15**	
BIOL 108	An Introduction to Biodiversity	3	D
CHEM 101	Introductory University Chemistry I	3	D
EAS 100	Planet Earth	3	D
ENVT 170	Animal Identification	3	D
WRITE 103	Scientific Writing	3	D
Year 1: Term II (January – April)		**15**	
ENVT 163	Water Quality	3	D
ENVT 165	Geotechnical Sampling & Instrumentation	3	D
ENVT 268	Resource Exploitation – Oil, Gas, Bitumen & Mining	3	D
GEOG 105	Introduction to Mapping, GPS, Remote Sensing, and GIS	3	D
STATS 151	Introduction to Applied Statistics I	3	D
Year 1: Term III (May – August)		**9**	
ENVT 220	Co-op Work Term	9	PASS
Year 2: Term II (September – December)		**15**	
BIOL 208	Principles of Ecology	3	D
ENVT 252	Regional Plant Biology	3	D
SOILS 210	Introduction to Soil Science and Soil Resources	3	D
SPCH 207	Developing Professional and Speaking Skills	3	D
CHEM 261	Organic Chemistry	3	D
Year 2: Term II (January – April)		**15**	
EAS 208	Introduction to Global Change	3	D
ENVT 262	Environmental Laws, Guidelines, Regulations & Land Rights	3	D
ENVT 265	Forest Technology	3	D
ENVT 266	Land Reclamation	3	D
ENVT 270	Wildlife Management and Conservation	3	D

ENVIRONMENTAL TECHNOLOGY

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

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

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

FOR FURTHER INFORMATION

Please contact the Chair.

Work Integrated Learning Coordinators
WIL@keyano.ca

TO APPLY

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keyano.ca

GENERAL ARTS

- CERTIFICATE

Clearwater Campus

The General Arts certificate at Keyano College provides students with the opportunity to acquire the essential knowledge and skills required in college, university, and the workforce. Exposure to a range of subjects in the social sciences, fine arts and humanities allow students to discover their academic interests and specialize in their future education. An optional work-integrated learning experience provides students an opportunity to explore a related career of choice. Upon completing the General Arts certificate, students may pursue a range of opportunities including transferring into Bachelor of Arts programs across Alberta.

Admission Requirements
High School Diploma, or equivalent, with minimum average of 60% with no mark below 50% in:

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

See General Admission Requirements on Page 87 to determine which courses are in Groups A, B & C.

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

- English 30-1
- Subject from Group A, B or C

See General Admission Requirements on Page 87 to determine which courses are in Groups A, B & C.

English Language Proficiency

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL - minimum score of 70
- MELAB - minimum score of 85
- Duolingo - minimum score of 115
- PTE (academic) - minimum score of 58

See page 11 for other ways to meet the English Language Proficiency requirement. In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Admission Process
Please see Application Procedures on pages 7 to 8.

Program of Study

REQUIRED CREDITS	COURSE LIST
Min. 6 credits Fine Arts & Humanities	English* (ENGL 103, ENGL 104, ENGL 125, ENGL 221, ENGL 289) Philosophy (PHIL 101, PHIL 102, PHIL 125, PHIL 217, PHIL 230, PHIL 250) Art History (ARTH 101, ARTH 102)
Min. 6 credits Social Science	Sociology (SOCY 100, SOCY 224, SOCY 225, SOCY 260, SOCY 271, SOCY 301, SOCY 304) Psychology (PSYCH 103, PSYCH 104, PSYCH 105, PSYCH 223, PSYCH 239 PSYCH 241, PSYCH 282) History (HIST 260, HIST 261) Political Science (POLSC 101, POLSC 211)
Min. 6 credits English	English* (ENGL 103, ENGL 104, ENGL 125, ENGL 221, ENGL 289)
12 elective credits	Taken either from the Fine Arts and Humanities, Social Science, or the Science course lists below.

In addition, students will have the option to take a 3-credit work-integrated learning course in the Spring term (WIL 100 or GOVN 100).

Grading: Minimum passing grade (D). Transfer grade C-.

* English courses cannot be counted twice. Courses taken towards an English credit do not count towards a Fine Arts and Humanities credit.

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

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

FOR FURTHER INFORMATION
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GENERAL SCIENCE

- CERTIFICATE

Clearwater Campus

The General Science Certificate at Keyano College provides students with the opportunity to acquire the essential knowledge and skills required in college, university, and the workforce. Exposure to a range of subjects in the general sciences allow students to discover their academic interests and specialize in their future education. The program includes basic scientific concepts that support development of essential employability skills. An optional work-integrated learning experience provides students an opportunity to explore a related career of choice. Upon completing this General Science certificate, students may pursue a range of opportunities including transferring into Bachelor of Science programs across Alberta.

Admission Requirements
High School Diploma, or equivalent, with minimum average of 60% with no mark below 50% in:

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

See General Admission Requirements on Page 87 to determine which courses are in Groups A, B & C.

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

- English 30-1
- Math 30-1
- Two of Biology 30, Chemistry 30, Physics 30, Mathematics 31

English Language Proficiency

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 85
- Duolingo – minimum score of 115
- PTE (academic) – minimum score of 58

In addition to meeting English Language Proficiency students must also present appropriate admission requirements for their chosen program. See page 11 for other ways to meet the English Language Proficiency requirement.

Admissions Process
Please see Application Procedures on pages 7 to 8.

Program of Study
The certificate is made up of 10 courses (30 credit hours), up to 5 courses per semester. In addition, students will have the option to take a 3-credit work-integrated learning course in the Spring term.

REQUIRED CREDITS	COURSE LIST
Min. 6 credits Physical Sciences	Chemistry (CHEM 101, CHEM 102, CHEM 261, CHEM 263) Biochemistry (BIOCH 200) Physics (PHYS 124, PHYS 126
Min. 6 credits other Sciences	Biology (BIOL 107, BIOL 108, BIOL 207, BIOL 208) Earth and Atmospheric Sciences (EAS 100, EAS 105, EAS 208) Soils (SOILS 210) Nutrition (NUTR 100)
Min. 3 credits Mathematical Sciences	Mathematics (MATH 1113, MATH 1115, MATH 1120) Statistics (STAT 151) Computing Science (COMSC 101, COMSC 174, COMSC 175)
Min. 3 credits English Courses	English (ENGL 104, ENGL 103, ENGL 125, ENGL 221, ENGL 289)
Min. 12 credits Elective	Taken either from the Fine Arts and Humanities, Social Science, or the Science course lists
Optional	WIL 100- Work Integrated Learning

Grading: Minimum passing grade (D). Transfer grade C-.

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

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION
Please contact the Chair.

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

GOVERNANCE & CIVIL STUDIES

- DIPLOMA

Clearwater Campus

The Governance and Civil Studies diploma prepares students to work in the areas of government, politics, public administration, and civil society (NGOs) with a special focus on Indigenous politics and governance. The diploma draws on the fields of political science, history, English, philosophy, and sociology to enable students to develop skills and knowledge relevant for governance and civil society. This knowledge includes a deep awareness of political and social institutions, systems of governmental decisions making, including parliamentary and judicial systems, the history of concepts and events that shape the modern political world, and the skills to operate within divergent political, governmental and public systems.

Admission Requirements

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

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

See General Admission Requirements on Page 87 to determine which courses are in Groups A, B & C.

English Language Proficiency

- TOEFL: iBT – min score of 79 with no score below 19
- IELTS – minimum score of 6.5 no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 84
- Duolingo – minimum score of 115
- PTE (academic) – minimum score of 58

See page 11 for other ways to meet the English Language Proficiency requirement.

Admission Process

Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1 Term I		**15**	
ENGL 104	Introduction to Critical Analysis	3	D
PHIL 101	Introduction to Philosophy: Values and Society	3	D
PHIL 270	Introduction to Political Philosophy	3	D
POLSC 101	Introduction to Politics and Government	3	D
ELECTIVE	Elective 1	3	D
Year 1 Term II		**15**	
ENGL 125	Aboriginal Writing	3	D
POLSC 221	Reading Class and Ideology	3	D
SOCY 100	Introductory Sociology	3	D
ELECTIVE	Elective 2	3	D
ELECTIVE	Elective 3	3	D
Year 1 Term III		**6**	
GOVN 100	Work Integrated Learning (Optional) [y]	6	PASS
Year 2 Term I		**15**	
ENGL 223	Reading Politics: Empire and the Postcolonial	3	D
HIST 260	An Introduction to Canadian History1500-1867	3	D
PHIL 250	Contemporary Ethical Issues	3	D
POLSC 201	Introduction to Indigenous Politics	3	D
ELECTIVE	Elective 4	3	D
Year 2 Term II		**15**	
ENGL 221	Reading Class and Ideology	3	D
HIST 261	An Introduction to Canadian History 1867 to the Present	3	D
MEDIA 210	Contemporary Media Culture	3	D
POLSC 211	History of Political Theory	3	D
ELECTIVE	Elective 5	3	D

Possible Electives (up to 15 credits from the following):

- SOCY 260: Inequality and Social Stratification (SOCY 100 is a prerequisite)
- PHIL 102: Introduction to Philosophy: Knowledge and Reality
- PHIL 217: Biology, Society and Values
- PHIL 230: Ancient Greek Philosophy
- PHIL 265: Philosophy of Science
- ENGL 294: Introduction to Writing Poetry
- ENGL 376: Canadian Literature since 1960
- ENGL 208: Reading Histories: Making Books
- ENGL 293: Science Fiction
- ENGL 206: The Short Story
- ENGL 378: Canadian Literature by Women
- 6 credits Work term
- 6 credits in a Language other than English
- STAT 151: Introduction to Applied Statistics
- PSYCH 104: Basic Psychological Processes

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

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

GOVERNANCE & CIVIL STUDIES

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

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

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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keyano.ca

HOSPITALITY MANAGEMENT

- DIPLOMA

Clearwater Campus

Not accepting applications for 2025-2026.

With a focus on service to others, the Hospitality Management Diploma program will prepare students for a career in this diverse yet integrated industry. Developed with input from industry experts, students gain practical experience, while learning from and networking with industry professionals, within our regional hospitality and tourism organizations.

Students gain real-world knowledge of the hospitality and tourism industries that will allow them to develop skills related to customer service, business communications & technologies; financial management; marketing & sales; laws, safety & security; workplace regulations; human resource management, leadership, travel & tourism. All of these are key components of this diploma.

Graduates of the Hospitality Management program may pursue supervisory level careers in global hospitality and tourism sectors such as hotels, restaurants, resorts, cruise lines, tourism development and marketing organizations and similar organizations, become entrepreneurs, event planners and tour organizers.

Admission Requirements
High School Diploma, or equivalent, with:

- English 30-1 **OR** English 30-2 with a minimum of 50%

AND

- Math 20-1 **OR** Math 20-2 with a minimum of 50%

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

- English 30-1 **OR** English 30-2 with a minimum of 50%

OR

- A pass mark on the College Entrance Assessment

Prior Learning Assessment Recognition
Please refer to page 28 for the PLAR process.

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 95
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement

Spoken Language Proficiency Requirement
In addition to demonstrating English Language Proficiency, applicants whose first language is not English must also present Spoken Language Proficiency.

Applicants who have six or more years of fulltime education (including grade 12 year or higher) in a Canadian school where the language of instruction was English, meet this requirement.

If applicants do not present these years of English education, they can meet this requirement by presenting one of the following:

- A minimum of 26 on the speaking band of TOEFL: iBT
- A minimum of 7.5 on the IELTS speaking band.
- A minimum of 125 on the Duolingo conversation band.

Admission Process
Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1: Term I		**14**	
HTM 100	Introduction to Hospitality & Tourism	2	D
HTM 101	Safety & Security Operations	3	D
HTM 102	Customer Service Management	3	D
HTM 103	Business Communications & Technologies	3	D
HTM 105	Financial Management	2	D
HTM 110	WIL Orientation	1	D
Year 1: Term II		**14**	
HTM 104	Front Office, Product & Reservation Fundamentals	3	D
HTM 106	Food & Beverage Operations & Service	3	D
HTM 107	Housekeeping Operations	2	D
HTM 108	Culinary Arts Management	3	D
HTM 120	Work Integrated Learning I	3	D
Year 2: Term I		**16**	
HTM 200	Event & Project Management	3	D
HTM 201	Marketing & Sales	3	D
HTM 202	Travel & Destination Fundamentals	3	D
HTM 205	Regional Trends in Hospitality and Tourism	3	D
HTM 121	Work Integrated Learning II	4	D
Year 2: Term II		**18**	
HTM 203	Human Resource Management	3	D
HTM 204	Leadership & Management	3	D
BUS XXX	BUSINESS ELECTIVE	3	D
BUS XXX	BUSINESS ELECTIVE	3	D
HTM 122	Work Integrated Learning III	6	D

HOSPITALITY MANAGEMENT

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

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

FOR FURTHER INFORMATION

Please contact the Chair.

Work Integrated Learning Coordinators
WIL@keyano.ca

TO APPLY

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keyano.ca

HOSPITALITY & TOURISM MANAGEMENT

- DIPLOMA

Clearwater Campus

Not accepting applications for 2025-2026.

With a focus on service to others, the Hospitality and Tourism (H&T) Management Diploma program will prepare students for a career in this diverse yet integrated industry. Developed with input from industry experts, combining theory and paid work-placements, this innovative apprenticeship style program enables students to gain practical experience, while learning from and networking with industry professionals, within our regional hospitality and tourism organizations.

Students gain real-world knowledge of the hospitality and tourism industries that will allow them to develop skills related to customer service, business communications & technologies; financial management; marketing & sales; laws, safety & security; workplace regulations; human resource management, leadership, travel & tourism. All of these are key components of this diploma.

Graduates of the Hospitality and Tourism Management program may pursue supervisory level careers in global hospitality and tourism sectors such as hotels, restaurants, resorts, cruise lines, tourism development and marketing organizations and similar organizations, become entrepreneurs, event planners and tour organizers.

Admission Requirements

High School Diploma, or equivalent:

- English 30-1 **OR** English 30-2 with a minimum of 50%

AND

- Math 20-1 **OR** Math 20-2 with a minimum of 50%

Mature Students

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

- English 30-1 **OR** English 30-2 with a minimum of 50%

OR

- A pass mark on the College Entrance Assessment

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 95
- PTE (academic) – minimum of 50

See page 11 for other ways to meet the English Language Proficiency requirement

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

Spoken Language Proficiency Requirement

In addition to demonstrating English Language Proficiency, applicants whose first language is not English must also present Spoken Language Proficiency.

Applicants who have six or more years of fulltime education (including grade 12 year or higher) in a Canadian school where the language of instruction was English, meet this requirement.

If applicants do not present these years of English education, they can meet this requirement by presenting one of the following:

- A minimum of 26 on the speaking band of TOEFL: iBT
- A minimum of 7.5 on the IELTS speaking band.
- A minimum of 125 on the Duolingo conversation band.

Admission Process

Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1: Term I		**19**	
HTM 100	Introduction to Hospitality & Tourism	2	D
HTM 101	Safety & Security Operations	3	D
HTM 102	Customer Service Management	3	D
HTM 103	Business Communications & Technologies	3	D
HTM 104	Front Office, Product & Reservation Fund	3	D
HTM 105	Financial Management	2	D
HTM 120	Work Integrated Learning I	3	PASS
Year 1: Term II		**18**	
HTM 106	Food & Beverage Operations & Services	3	D
HTM 107	Housekeeping Operations	2	D
HTM 108	Culinary Arts Management	3	D
HTM 121	Work Integrated Learning II	4	PASS
HTM 122	Work Integrated Learning III	6	PASS
Year 2: Term I		**15**	
HTM 200	Event & Project Management	3	D
HTM 201	Marketing & Sales	3	D
HTM 202	Travel & Destination Fundamentals	3	D
HTM 220	Work Integrated Learning IV	6	PASS
Year 2: Term II		**15**	
HTM 203	Human Resource Management	3	D
HTM 204	Leadership & Management	3	D
HTM 205	Regional Trends in Hospitality & Tourism	3	D
HTM 221	Work Integrated Learning V	6	PASS

HOSPITALITY & TOURISM MANAGEMENT

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

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

FOR FURTHER INFORMATION

Please contact the Chair.

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WIL@keyano.ca

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780-791-4801 or 1-800-251-1408
keyano.ca

LANGUAGE INSTRUCTION FOR NEWCOMERS TO CANADA (LINC)

Immigration, Refugees and Citizenship Canada | Immigration, Réfugiés et Citoyenneté Canada

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
Phone: 780-792-5706
Facebook: English at Keyano College Fort McMurray

OFFICE ADMINISTRATION

- CERTIFICATE

Clearwater Campus

The Office Administration program has been tailored to serve the needs of both small business and large industrial employers. In preparation for employment, students learn the skills necessary to manage an electronic office environment for small to medium sized businesses.

A highly trained Office Administration Certificate graduate can perform a range of duties including general administrative functions, public affairs support, bookkeeping, document processing 'and' front desk operations.

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

Admission Requirements
High School Diploma or equivalent with:

- English 20-1 **OR** 20-2 with a minimum of 60%

AND

- Math 10C with a minimum of 60%

OR

- a pass mark on the College Entrance Assessment for English and Math

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

- The completion of the above English and math courses (with the grades specified)

OR

- a pass mark on the College Entrance Assessment

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 95
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Admission Process
Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1: Certificate Term I (September – December)		**16**	
OA 108	Accounting I	3	C-
OA 110	Windows & File Management	1	C-
OA 118	Keyboarding I	2	C-
OA 120	Business Communications I	3	C-
OA 135	Human Relations	2	C-
OA 145	Microsoft Word & Document Preparation I	3	C-
OA 180	Microsoft Access	2	C-
Year 1: Certificate Term II (January – April)		**14**	
OA 107	Business Math & Microsoft Excel – Specialist	2	C-
OA 109	Computerized Accounting I	2	C-
OA 119	Keyboarding II	2	C-
OA 122	Business Communications II	3	C-
OA 136	Office Procedures	2	C-
OA 146	Microsoft Word Specialist & Document Preparation II	3	C-
Year 1: Certificate Term III (May – June)		**2**	
OA 133	On the Job Training	2	C-

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

ARTICULATION AGREEMENTS

Specific first year Business courses are treated as equivalents to some Office Administration courses. Please consult the table below:

BUSINESS ADMINISTRATION	OFFICE ADMINISTRATION
Course	**Course**
BUS 103	OA 107 & OA 110 & OA 145
BUS 130	OA 108
BUS 204	OA 109

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

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

OFFICE ADMINISTRATION

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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

OPEN STUDIES

Clearwater Campus

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

Open Studies might be the right pathway for you if:

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

Admission Requirements

- English 30-1 or English 30-2 with a minimum of 50%
  OR
- A Pass Mark on the College Entrance Assessment

Open Studies students are also required to meet all pre-requisites for individual courses.

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 95
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.

Admission Process

Please see Application Procedures on pages 7 to 8.

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

**Students may take a lifetime maximum of 24 credits*

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

Transferability

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

FOR FURTHER INFORMATION

Please contact the Chair.

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ADVANCED ARTIFICIAL INTELLIGENCE & MACHINE LEARNING

- POST DIPLOMA CERTIFICATE

Clearwater Campus

Not accepting applications for 2025/2026

The Advanced Artificial Intelligence & Machine Learning post-diploma certificate program provides the necessary knowledge, advanced skills, and appropriate attitudes to design and build intelligent agents and apply them to create practical AI projects, including machine learning models, logic constraint satisfaction problems, knowledge-based systems, probabilistic models, agent decision-making functions and more. Focus is on the creation of machine learning pipelines, data visualization, and deep learning, which will be applied in project-based real-life situations, preparing program graduates for careers as AI Engineers, Big Data analysts, Machine Learning Engineers, Big Data Architects, Computer Vision Engineers, and Data Scientists

Admission Requirements

- Post-secondary Diploma in a relevant field of study or recognized equivalent.
- Math 30-1 **OR** 30-2 is recommended.

English Language Proficiency

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 85
- Duolingo – minimum score of 115
- PTE (academic) – minimum score 58

See page 11 for other ways to meet the English Language Proficiency.

Admissions Process

Please see Application Procedures on pages 7 or 8.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1 Term I		**18**
AIML 308	Reinforcement Learning	3
AIML 309	Deep Learning	6
AIML 310	Introduction to Convolutional & Recurring Neuronal Networks	3
AIML 311	Introduction to Big Data Processing	6
Year 1 Term II		**12**
AIML 312	Creation of Machine Learning Pipelines	4
AIML 313	Data Visualization	4
AIML 314	Advanced Professional Integration Project	4

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

Transferability

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

FOR FURTHER INFORMATION

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keyano.ca

ADVANCED NETWORK & CYBERSECURITY

- POST DIPLOMA CERTIFICATE

Clearwater Campus

Not accepting applications for 2025/2026

The Advanced Network and Cybersecurity post-diploma certificate program provides students with the advanced skills, knowledge and appropriate attitudes required for a career in Network Security and Cybersecurity. The program will introduce and implement network and cybersecurity solutions considering the affordances and limitations of the computer operating systems, networks, application software, and packages available. Planning, implementing, and evaluating cybersecurity policies and strategies using project management principles to effectively respond to the needs of the organization's information security requirements will be included. Program graduates will be able to perform security audits to ensure risk mitigation and compliance with security plans, policies, standards, regulations, and best practices. Graduates will be able to pursue careers such as Network Security Consultants or Information Security Analysts, Security Auditors, Security Architects, and Cryptographers.

Admission Requirements

- Post-secondary Diploma in a relevant field of study or recognized equivalent.
- Math 30-1 **OR** 30-2 is recommended.

English Language Proficiency

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 85
- Duolingo – minimum score of 115
- PTE (academic) – minimum score 58

See page 11 for other ways to meet the English Language Proficiency.

Admissions Process

Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1 Term I		**14**
NWCS 312	Cybersecurity I	4
NWCS 313	Cybersecurity II	4
NWCS 314	Interpreted Programming Language	3
NWCS 315	Project Management Fundamentals	3
Year 1 Term II		**16**
NWCS 316	Mobility & Security of Wireless Networks	3
NWCS 317	Cryptology & Digital Data Protection	3
NWCS 319	Penetration Tests & Vulnerabilities Detection	3
NWCS 320	IT Security & Risk Management	3
NWCS 321	Advanced Professional Integration Project	4

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

Transferability

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

FOR FURTHER INFORMATION

Please contact the Chair.

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keyano.ca

ADVANCED SOFTWARE PROGRAMMING & TESTING

- POST DIPLOMA CERTIFICATE

Clearwater Campus

Not accepting applications for 2025/2026

The Advanced Software Programming & Automated Testing post-diploma certificate program provides advanced skills and knowledge to test software professionally and in accordance with test techniques authorized by the International Software Testing Quality Board (ISTQB). The program also offers web programming, advanced Database Design (SQL), and Big Data analysis. The final focus of the program is to provide hands-on laboratory experiments with automated and manual software testing tools. The Professional Integration Project or Work Integrated learning experience acts as the program's destination, where all the skills and knowledge will be integrated, delivered, and evaluated in project-based real-life situations. Program graduates may pursue careers as Software Testers, Software Developers, Web Designers and Developers, Database Administrators, or IT Support Consultants

Admission Requirements

- Post-secondary Diploma in a relevant field of study or recognized equivalent.
- Math 30-1 **OR** 30-2 is recommended.

English Language Proficiency

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 85
- Duolingo – minimum score of 115
- PTE (academic) – minimum score 58

See page 11 for other ways to meet the English Language Proficiency.

Admissions Process

Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1 Term I		**14**
CSTST 310	Web Programming	4
CSTST 311	Database Design II	4
CSTST 314	Big Data	6
Year 1 Term II		**16**
CSTST 312	Manual Software Testing	6
CSTST 313	Automated Testing Tools	6
	One Elective – Choice of CSTST315 (Work Integrated Learning) **OR** CSTST316 (Advanced Professional Integration Project)	4

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

Transferability

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

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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

ARTIFICIAL INTELLIGENCE

- POST DIPLOMA CERTIFICATE

Clearwater Campus

Not accepting applications for 2025/2026

The Artificial Intelligence (AI) post-diploma certificate program provides the necessary skills, knowledge, and appropriate attitudes to design and build intelligent agents and apply them to create practical AI projects, including machine learning models, logic constraint satisfaction problems, knowledge-based systems, probabilistic models, agent decision-making functions and more. Focus is on AI-related interpreted and R programming languages and the mathematical and statistical foundations of AI, resulting in data analysis. Program graduates may pursue careers as Data Mining Analysts, Business Intelligence developers, and User Experience (UX) Designers and Developers.

Admission Requirements

- Post-secondary Diploma in a relevant field of study or recognized equivalent.
- Math 30-1 **OR** 30-2 is recommended.

English Language Proficiency

Applicants whose first language is not English must demonstrate English Language Proficiency in one of the following ways:

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 85
- Duolingo – minimum score of 115
- PTE (academic) – minimum score 58

See page 11 for other ways to meet the English Language Proficiency.

Admissions Process

Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1 Term I		**16**
AIML300	Introduction to Artificial Intelligence	3
AIML301	Python Programming Language	4
AIML302	Mathematics for Artificial Intelligence	3
AIML303	Statistics for Artificial Intelligence	3
AIML304	Data Collection & Exploratory Analysis	3
Year 1 Term II		**14**
AIML305	Supervised & Unsupervised Learning	3
AIML306	Data Science with Python	4
AIML307	R Programing Language	4
AIML308	Reinforcement Learning	3
Year 1 Term III (Optional)		**3**
AIML320	Introductory Professional Integration Project	3

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

Transferability

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

FOR FURTHER INFORMATION

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NETWORK SECURITY

- POST DIPLOMA CERTIFICATE

Clearwater Campus

Not accepting applications for 2025/2026

The Network Security post-diploma certificate program provides the necessary skills, knowledge and appropriate attitudes required for a career in Network Security. The program introduces the rudiments of networking architecture, structure, functions, components, and models of the Internet and other computer networks. It also covers the fundamentals of computer hardware and software, administration of operating systems, and network security implementation. The program provides and implements network security solutions considering the affordances and limitations of the computer operating systems, networks, application software, and packages available. It also introduces and develops best practices, strategies, and processes to protect business resources by applying knowledge of vulnerabilities and exploits. Program graduates may pursue careers as Security Administrators, Ethical Hackers, Security Consultants, and Incident Responders.

Admission Requirements

- Post-secondary Diploma in a relevant field of study or recognized equivalent.
- Math 30-1 **OR** 30-2 is recommended.

English Language Proficiency

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 85
- Duolingo – minimum score of 115
- PTE (academic) – minimum score 58

See page 11 for other ways to meet the English Language Proficiency requirement.

Admissions Process

Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1 Term I		**14**
NWCS 300	Computer Hardware &Software Fundamentals	3
NWCS 302	Administration of Operating Systems	4
NWCS 304	Compiled Programming Language	3
NWCS 305	Introduction to Routing, Switching & Wireless Networks	4
Year 1 Term II		**16**
NWCS 307	Enterprise Network, Security & Automation	3
NWCS 308	Microsoft Network Services & Security	3
NWCS 309	Network Security Implementation I	3
NWCS 310	Network Security Implementation II	3
NWCS 311	Professional Career Preparation & Communication Skill	3
Year 1 Term III (optional)		**3**
NWCS 330	Introductory Professional Integration Project	3

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

Transferability

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

FOR FURTHER INFORMATION

Please contact the Chair.

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keyano.ca

SOFTWARE PROGRAMMING & TESTING

- POST DIPLOMA CERTIFICATE

Clearwater Campus

Not accepting applications for 2025/2026

The Software Programming & Testing post-diploma certificate program provides the necessary skills and knowledge to test software professionally and in alignment with the International Software Testing Quality Board (ISTQB). The program also offers fundamental familiarity with Information Technology, object-oriented programming languages, and operating systems. Program graduates may pursue careers as System Administrators, Junior Software Engineers, IT Support Staff, Unix Administrators, and Java Developers.

Admission Requirements

- Post-secondary Diploma in a relevant field of study or recognized equivalent.
- Math 30-1 **OR** 30-2 is recommended.

English Language Proficiency

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 85
- Duolingo – minimum score of 115
- PTE (academic) – minimum score 58

See page 11 for other ways to meet the English Language Proficiency.

Admissions Process

Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1 Term I		**15**
CSTST 300	Introduction to Operation Systems	3
CSTST 301	Requirements Gathering through the use of Object-Oriented Models	3
CSTST 302	Applied Professional Communications	3
CSTST 303	Introduction to UNIX, LINUX & the Internet	3
CSTST 304	Algorithms	3
Year 1 Term II		**15**
CSTST 305	Introduction to Programming	3
CSTST 306	Software Testing Tools	3
CSTST 307	Introduction to Database Design	3
CSTST 308	Internet Fundamentals & Scripting	3
CSTST 309	Introduction to Object-Oriented Programming	3
Year 1 Term III (optional)		**3**
CSTST 320	Introductory Professional Integration Project	3

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

Transferability

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

FOR FURTHER INFORMATION

Please contact the Chair.

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keyano.ca

UNIVERSITY STUDIES

Clearwater Campus

UNIVERSITY TRANSFER

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

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

University Transfers at Keyano College

- Bachelor of Arts
- Bachelor of Commerce
- Bachelor of Education
- Bachelor of Science
- Bachelor of Science in Engineering
- Bachelor of Social Work

TRANSFER OF COURSES

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

While most university transfer courses at Keyano College are modeled on the University of Alberta courses, students can successfully apply to transfer to the University of Lethbridge, Mount Royal University, Grant MacEwan, and the University of Calgary.

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

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

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

Students are responsible for making sure that the courses they register in can be transferred to the university they plan to attend. Students are also responsible for making sure the courses meet future program requirements. Contact a Student Advisor for assistance. Check the transferability of courses by consulting the Alberta Transfer Guide online at TransferAlberta.ca.

Course Descriptions

Please refer to pages 146 to 222 for an alphabetical list of all course descriptions.

ADDITIONAL COURSE INFORMATION AND HELPFUL DEFINITIONS

Prerequisite Course Requirements

Students registering in courses for which a prerequisite is listed must meet that requirement. At Keyano College, a grade of C- is the minimum grade acceptable in a course that is to be used as a prerequisite. Students, who are unsure if they meet the prerequisite requirement in a course or wish to obtain permission to have a prerequisite waived, should consult with the University Studies Chair or a Student Advisor.

Co-requisite Course Requirements

Students registering in courses at Keyano College for which a co-requisite is listed must also register in the co-requisite course or have previously passed the co-requisite course with a minimum grade of C-. Students, who are unsure if they meet the co-requisite requirements of a course or wish to obtain permission to have a co-requisite waived, should consult with the University Studies Chair or a Student Advisor.

Units of Course Weight

* Indicates units of course weight or credits. The accompanying number normally indicates the weight of the course as used in computing grade point averages and for meeting degree requirements.

Repeating of Courses

Consult the university calendar in which the student plans to transfer regarding their policies on repeating of courses. Normally, only the first passing grade is used in calculating the grade point average(s) for admission purposes.

Course Availability

Inclusion of a course in the following program outlines, or in the course description section of this calendar does not guarantee that the course will be offered in the forthcoming academic year. Information about courses to be offered, names of instructors, and all further details must be sought from Self Service. Alternately a student can ask a Student Advisor, University Studies Chair, or the Office of the Registrar.

Academic Advice

A Student Advisor is available to assist in obtaining necessary information to transfer. It is recommended that students read the program requirements in the calendar carefully. The main functions of academic advising are to:

- assist in program planning
- explain regulations
- ensure that registration meets the program requirements at Keyano College
- assist in selecting courses that meet university transfer requirements
- make referrals to on- and off-campus services

Students are cautioned against following advice from anyone except an authorized Student Advisor, Program Chair or the Registrar.

UNIVERSITY STUDIES

GENERAL ADMISSION REQUIREMENTS

Admission requirements differ from one university to another. Students must ensure that they meet the admission requirements for the transfer university. See the following program descriptions, university calendars and Student Advisors at Keyano College.

Important Notice: To transfer, students must meet the minimum requirements of the university they plan to attend, regardless of the Keyano College program admission criteria. Specific High School requirements will depend both on the university intended to transfer to and the major. To be certain, please check with a Student Advisor. It is usually possible to take Keyano College courses that are equivalent to these 30 level courses.

KEYANO COLLEGE ADMISSION REQUIREMENTS

For admission to Keyano College University Studies Programs, each applicant must be 18 years of age and/ or normally possess an Alberta High School Diploma or Canadian Provincial equivalent. Students must possess an average of at least 60% in five appropriate subjects, including English 30-1, and a mark of at least 50% in each. Official transcripts from all secondary and post-secondary educational institutions that the student has attended are required.

Group A (Humanities)

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

Group B (Fine Arts)

- Applied Graphic Arts 35
- Art 30
- Art 31
- Commercial Art A, B, or C
- Communication Technology Advanced (5 Credits)
- Dance 35
- Drama 30
- Music 30 (Choral, Instrumental, or General) (5 Credits)
- Music 35
- Musical Theatre 35
- Performing Arts 35
- Physical Education 30 (can be used for admission to B.Ed. and BScN)

Group C (Sciences)

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

Group D (Optional Subjects)

PLEASE NOTE: Students must check their intended transfer institution for acceptability.

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

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

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

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

UNIVERSITY STUDIES – MATRICULATION

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

EQUIVALENTS TO ALBERTA GRADE 12 WITHIN CANADA

British Columbia, Manitoba, New Brunswick, Northwest Territories, Nova Scotia, Nunavut, Ontario, Prince Edward Island, Saskatchewan, Yukon

- Grade 12 graduation.

Newfoundland

- Grade 12 or successful completion of one year at
- Memorial University of Newfoundland.

Quebec

- Successful completion of the first year of the C.E.G.E.P. academic program with satisfactory performance in appropriate subjects.

OUTSIDE OF CANADA

On matters where admissions policy for international applicants is silent, the University of Alberta's calendar and associated policies and regulations will be consulted.

United States

- Applicants from the United States will be considered for admission if they present a full academic high school program plus scores in College Entrance Examination Board Scholastic Aptitude Tests and in achievement tests specified by the College. They will be required to present scores that compare favourably with the mean scores achieved by Alberta matriculants.

UNIVERSITY STUDIES

Great Britain, West Indies, East and West Africa, Hong Kong

- General Certificate of Education: either,
  - five passes, of which two should be at the advanced level, or
  - four passes with three at the advanced level are required.
  The remaining passes must be at the ordinary level.
- High School Certificate: either,
  - five passes with two at the Principal Standard, or
  - four passes with three at the Principal Standard
  The remaining passes must be at the Subsidiary Standard (Credit Level passes, or higher, in the examination for the School Certificate will be accepted in lieu of Subsidiary Standard passes).

West African School Certificate

- Credit Level passes, or higher, in the examination for the West African School Certificate will be accepted in lieu of Ordinary Level passes. Students must meet the remaining admission requirements as for the General Certificate of Education.

Hong Kong Examination Authority

- Hong Kong Certificate of Education Examinations and Hong Kong Advanced Level Examinations:
  - five passes with two at the Advanced Level, or
  - four passes with three at the Advanced Level are required. Passes at the Ordinary Level standard in the Hong Kong Certificate of Education examinations are required in the remainder of the subjects prescribed for admission (Hong Kong Higher Level passes may be used in lieu of Ordinary Levels).

NOTE A: A chemistry at the Advanced Level or Principal Standard is required for admission to the faculties of engineering, science, nursing, pharmacy and pharmaceutical sciences, pre-dental hygiene pre-medical laboratory science.

NOTE B: Mathematics at the Advanced Level or Principal Standard is required for admission to the faculties of business, engineering.

NOTE C: Required subjects presented at the Advanced and Ordinary Levels must meet our minimum average of 60%.

Australia and New Zealand

- Leaving, or Matriculation Certificates, or University Entrance Examination:
  In general, students who have matriculated or qualified to matriculate at a university of recognized standing in Australia or New Zealand, will be considered for admission to the College on a reciprocal basis, subject to the requirements for the first-year courses in each program.

OTHER COUNTRIES

- Applicants educated in other countries will be considered for admission on an individual basis.

For more information, please consult Office of the Registrar at 780-791-4801.

English Language Proficiency

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 85
- Duolingo – minimum score of 115
- PTE(academic) – minimum score of 58

See page 11 for other ways to meet the English Language Proficiency requirement.

SPOKEN LANGUAGE PROFICIENCY

Required for applicants to the Teaching Disciplines:

- TOEFL: iBT – minimum score of 26 on the speaking band
- IELTS (Academics) - minimum score of 7.5 on the speaking band

In addition to meeting the English Language and spoken English requirements, students must also present the appropriate course work to meet admission requirements as listed.

Course Descriptions

Please refer to pages 146 to 222 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

Transferability

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

FOR FURTHER INFORMATION

Please contact the Chair

TO APPLY

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keyano.ca

UNIVERSITY STUDIES - ARTS

BACHELOR OF ARTS

Students can complete up to two years (60 credits) of the Bachelor of Arts degree at Keyano College. The Bachelor of Arts program is open to both full and part-time students unless otherwise indicated. If a student is interested in a major or minor not listed or described, please consult with a Student Advisor.

Honours

Honours programs are designed to prepare students particularly well for advanced study at the Masters' or Doctoral level in the major field of interest. A high standard of performance is required in Honours programs. Most universities offer Honours programs in the same fields as the Majors. Students should consult with a Student Advisor for details.

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

Admission Requirements

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

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

See General Admission Requirements on Page 87 to determine which courses are in Groups A, B & C.

Mature Student

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

- English 30-1
- Subject from Group A, B or C

English Language Proficiency

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 85
- Duolingo – minimum score of 115
- PTE (academic) – minimum score of 58

See page 11 for other ways to meet the English Language Proficiency requirement.

To maximize their future program and course choices, all students are encouraged to present a broad range of subjects across the Humanities and Sciences.

NOTES:

1. For a major in Economics students must take Mathematics 30-1 and Mathematics 31 is recommended. Mathematics 30-1 does not have to be included as one of the five 30-level subjects used for admission, but the major requires courses for which Mathematics 30-1 is a prerequisite.
2. For a major in Mathematics students must present both Mathematics 30-1 and Mathematics 31. For a minor in Mathematics students should present Mathematics 30-1. Mathematics 30-1 and Mathematics 31 do not have to be included in the five 30-level subjects used for admission, but the discipline requires courses for which Mathematics 30-1 and Mathematics 31 are prerequisites.
3. For programs in Political Science students should present Social Studies 30.
4. For a major or minor in Psychology students should present Mathematics 30-1 or Mathematics 30-2.
5. Students intending to transfer to the School of Business must present Mathematics 30-1. Prerequisite courses required for admission to the Business program require Mathematics 30-1 and a 30-level Science course.
6. Students intending to transfer to the Faculty of Education, particularly to Elementary Education, should present Mathematics 30-1 or 30-2.

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for University Studies.

Transferability

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

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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BACHELOR OF EDUCATION (B.Ed.)

UNIVERSITY OF ALBERTA

- DEGREE

Clearwater Campus

Students may complete their entire four-year Bachelor of Education Elementary Degree at the Keyano College campus through a collaborative degree program with the University of Alberta. Upon completion of the four-year program, students receive a Bachelor of Education Elementary degree from the University of Alberta and will be recommended for teacher certification in Alberta. Alternatively, students can complete one to two years of studies at Keyano, and transfer to the University of Alberta, University of Lethbridge, or other universities to complete their degree.

Students interested in pursuing a Bachelor of Education Secondary Degree can complete one to two years of their program at the Keyano College campus and then transfer to the University of Alberta or another institution to complete the remainder of their program.

Transfer institutions accept a limited number of students to the Bachelor of Education program. Successful transfer is based on proper course selection, credit hours completed, grade point average (GPA), and other requirements. These requirements vary depending on which university, route, and major/minor chosen. Some routes and majors are more competitive than others and may require a higher grade point average for transfer.

ADMISSION REQUIREMENTS

High School Graduates

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

- English 30-1
- Three subjects from Groups A or C
- Subject from Group A, B or C

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

See General Admission Requirements on Page 87 to determine which courses are in Groups A, B & C.

Mature Students

Students who are 21 years of age or older by the first day of classes and have not completed all five courses listed above can enter the program as a mature student. Mature applicants are required to have a minimum average of 60% with no mark below 50% in:

- English 30-1
- Subject from Group A or C

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

After Degree Students

Students with a three-year or four-year accredited degree in Arts, Science, Commerce, or General Studies can complete their education degree in 2 years by entering the collaborative degree program in year 3. Additional requirements include completion of the following courses:

- 6* in English Literature/ Composition

Please contact the Program Chair for more information regarding this option.

English Language Proficiency

Applicants whose first language is not English must demonstrate English Language Proficiency in one of the following ways:

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL - minimum score of 70
- MELAB - minimum score of 85
- Duolingo - minimum score of 115
- PTE (academic) - minimum score of 58

See page 11 for other ways to meet the English Language Proficiency.

Spoken Language Proficiency Requirement

In addition to demonstrating English Language Proficiency, applicants whose first language is not English must also present Spoken Language Proficiency. Applicants who have six or more years of full-time education (including grade 12 year or higher) in a Canadian school where the language of instruction was English, meet this requirement. If applicants do not present these years of English education, they can meet this requirement by presenting one of the following:

- A minimum of 26 on the speaking band of the TOEFL: iBT
- A minimum of 7.5 on the IELTS speaking band
- A minimum of 125 on the Duolingo conversation band

See page 12 for other ways to meet the Spoken English Language Proficiency requirement.

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

Elementary Route:

All students in the Elementary Route are enrolled in a program that prepares prospective teachers in the required elementary school core subject areas. The degree consists of 120 credits overall, of which 60 are normally taken in years 1 and 2. The year 1 and 2 requirements for the elementary route program are the same for students who intend to transfer to the University of Alberta and for those intending to complete their entire four-year degree at the Keyano College campus. Program requirement details are listed below.

BACHELOR OF EDUCATION (B.Ed.)

ELEMENTARY EDUCATION PROGRAM REQUIREMENTS (YEAR 1 & 2)

REQUIRED CREDITS	COURSE LIST
9 credits Introductory Education Courses	EDU 100, EDU 210 and EDPY 302
Min. 6 credits Fine Arts	ARTH 101, ARTH 102 and Drama 112 Language/Literature Choose 6* from Junior English and 3* from Senior English
Min. 6 credits Mathematics	Choose 6* from Math, Statistics, or SOCY 210 MATH 160 and 260 are recommended
Min. 6 Credits Natural Science	Choose 6* from biology, chemistry, earth and atmospheric sciences, nutrition, or physics
Min. 6 credits Physical and Health Education	PESS 293 and SOCY 271
Min. 6 credits Social Sciences	Choose 3* HIST 260 or HIST 261 Choose 3* from ANTHR 150, ECON 101, ECON 102, HIST 260, HIST 261, PHIL 101, PHIL 125, PHIL 270, POLSC 101, POLSC 211, SOCY 301
9 credits Options	Choose 9 credits from open options

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

YEAR 1 SUGGESTED PATTERN:

Fall Semester

- 3* Education (EDU 100)
- 3* Math
- 3* Fine Arts (ARTH 101)
- 3* JR English
- 3*Natural Science

Winter Semester

- 3* JR English
- 3*Natural Science
- 3* Fine Arts (DRAMA 102)
- 3* Social Science (ANTHR 150, ECON 101, HIST 261, PHIL 125, or POLSC 101)
- 3* Aboriginal & Indigenous Histories & Culture (ANTHR 150 or SOCY 100)

YEAR 2 SUGGESTED PATTERN:

Fall Semester

- 3* Education (EDPY 302)
- 3* Math
- 3* Physical and Health Education (SOCY 271)
- 3* SR English
- 3* Open Option or 3*Social Science

Winter Semester

- 3* Education (EDU 210)
- 3* Physical and Health Education (PESS 293)
- 3* SR English or 3* Open Option
- 3* Social Science (ANTHR 150, ECON 101, ECON 102, PHIL 102, POLSC 101, POLSC 221, SOCY 301)
- 3* Open Option

NOTE: SR English is not required in both fall and winter of year 2.

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

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

Next Intakes: Fall 2025 and Fall 2027

To be admitted into year three, students are required to have completed:

- 60 credits of course work (including 9* introductory education courses, 42*generalist elements courses, and 9*open options
- An approved3- or 4-year degree from an accredited post-secondary institution (including 3* credits in English Literature and 3* credits in English Literature, Linguistics, or Writing Studies/Composition.
- An online situational judgment test, Casper

THIRD AND FOURTH YEAR

Students are expected to attend as full-time students in years three and four of the collaborative Bachelor of Education Elementary Degree Program. Third-year students are required to complete five courses in the fall semester, and four courses plus a five-week introductory field experience in the winter semester. Students in fourth year are required to complete five courses in the fall semester and two courses plus a nine-week advanced field experience in the winter semester.

The Faculty of Education, University of Alberta, annually determines the specific university courses offered at the Keyano College campus for third and fourth year. The following is the proposed listing of courses for years 3 and 4. This listing is subject to review and change by the University of Alberta.

YEAR 3 FALL SEMESTER

- EDEL 335: Curriculum & Pedagogy in Elementary School Social Studies
- EDEL 305: Language Arts in the Elementary School
- EDEL 316: Communication Through Mathematics Education
- EDEL 321: Introduction to Curriculum & Pedagogy in Elementary School Physical Education
- EDU 211: Aboriginal Education and Contexts for Professional and Personal Engagement

YEAR 3 WINTER SEMESTER

(Introductory Professional Term-IPT)

- EDEL 496: Teaching Language Arts in Cross Cultural Environments
- EDEL 330: Curriculum & Pedagogy in Elementary School Science
- EDPY 303: Educational Assessment
- EDFX 325: Elementary Route: Introductory Field Experience

YEAR 4 FALL SEMESTER

BACHELOR OF EDUCATION (B.Ed.)

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

YEAR 4 WINTER SEMESTER

(Advanced Professional Term- APT)

- EDPS 410: Ethics and Law in Teaching
- EDPY 301: Introduction to Inclusive Education: Adapting Classroom Instruction for Students with Special Needs
- EDFX 425: Elementary Route: Advanced Field Experience

Secondary Route:

Students pursuing the Bachelor of Education in Secondary should refer to the University of Alberta's University Calendar (https://calendar.ualberta.ca) to review Major and Minor options and suggested course patterns. Students should also see a Keyano College Student Advisor for assistance in planning a 1 year or 2 year course pattern.

All students in the Secondary route must choose a Major teaching subject and a Minor teaching subject which prepares them for teaching in specific subjects of secondary school instruction.

Majors and Minors available to start at Keyano College include:

- Biological Sciences
- Chemistry
- English Language Arts
- General Sciences
- Mathematics (must transfer after one year)
- Physical Sciences
- Physics
- Social Studies

SECONDARY ROUTE PROGRAM (YEARS 1- 2)

- 6* Education Courses (EDU 100, EDU 210)
- 6* English Literature and Composition (for those who fulfil this requirement as part of their Major or Minor, they may take 6* open options in lieu of the Literature and Composition requirement)
- 6* Open Option (EDPY 302 is recommended)
- 21* to 33* in Major
- 12* to 18* in Minor (9* minimum in years 1 & 2)

For the first two years (60 credits) of the program, it is recommended that students complete a minimum of 18 credits in the declared Major and 9 to 15 credits in the declared Minor. For a list of the courses required for each major and minor combination offered at Keyano College, see a student advisor to obtain the Bachelor of Education Secondary Route advising sheet. Students should see a Keyano College Student Advisor or the Education Chair for assistance in planning their 1 year or 2 year course patterns.

Combined Degree:

Keyano College offers at least the first year of studies towards the completion of a Bachelor of Science Specialization in Science and Education/Bachelor of Education in Secondary Education Combined Degrees Program. Students will select a major and minor from the following choices: Biological Sciences, Mathematical Sciences, or Physical Sciences.

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

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

Transferability

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

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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

UNIVERSITY STUDIES – COMMERCE

BACHELOR OF COMMERCE

Students can complete up to two years (60 credits) of the Bachelor of Commerce Degree at Keyano College. The Bachelor of Commerce program will provide students with background skills and knowledge in the various specialized areas of business, as well as in the humanities and social sciences.

There are a large variety of majors or concentrations within the University of Alberta's BCom, the University of Calgary's BCom, and the University of Lethbridge's BMgt programs. Please consult the respective university's calendar or a Student Advisor for details.

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

Admission to this program at most universities is competitive due to enrollment quotas. Successful transfer is based on proper course selection, credit hours completed, grade point average (GPA), and other requirements. Contact a Student Advisor for further information and program planning.

Admission Requirements

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

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

See General Admission Requirements on Page 87 to determine which courses are in Groups A, B & C.

Mature Student

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

- English 30-1
- Math 30-1
- Biology 30, Chemistry 30, or Physics 30 (Physics 30 is recommended)

English Language Proficiency

Applicants whose first language is not English must demonstrate English Language Proficiency in one of the following ways:

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 85
- Duolingo – minimum score of 115
- PTE (academic) – minimum score of 58

See page 11 for other ways to meet the English Language Proficiency requirement.

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for University Studies.

Transferability

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FOR FURTHER INFORMATION

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UNIVERSITY STUDIES – SCIENCE

BACHELOR OF SCIENCE

Student's complete courses towards "General" or "Honours & Specialization" programs, which can be transferred to a degree-granting institution.

Keyano College's Bachelor of Science programs have been developed in close cooperation with the University of Alberta. The University approves courses first before they can be offered; content and credit weights are the same as the University.

While the majority of university transfer programs at Keyano College are modeled on the University of Alberta programs, students can successfully apply to transfer to the University of Lethbridge or the University of Calgary, as well as other degree-granting institutions elsewhere in Canada as long as they meet the entrance requirements.

Admission Requirements

An average of 60% in:

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

See General Admission Requirements on Page 87 to determine which courses are in Groups A, B & C.

Mature Student

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

- English 30-1
- Math 30-1
- Two of Biology 30, Chemistry 30, Physics 30, or Mathematics 31

English Language Proficiency

Applicants whose first language is not English must demonstrate English Language Proficiency in one of the following ways:

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL - minimum score of 70
- MELAB - minimum score of 85
- Duolingo - minimum score of 115
- PTE (academic) - minimum score of 58

See page 11 for other ways to meet the English Language Proficiency.

NOTE A: The above requirements are for General Science. Majors or Specializations may have specific requirements. Please refer to the chosen Major or Specialization for specific requirements.

For specific transferable arts and science options (depending on which university students wish to transfer) refer to the Alberta Transfer Guide or consult with a Student Advisor. Since the calendar is prepared well in advance of the start of the academic year, there may be subsequent changes in course offerings. Consult with a Student Advisor.

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for University Studies.

Transferability

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

FOR FURTHER INFORMATION

Please contact the Chair.

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UNIVERSITY STUDIES – SCIENCE IN ENGINEERING

BACHELOR OF SCIENCE IN ENGINEERING

Students can complete year one of the University of Alberta Bachelor of Science in Engineering program at Keyano College. All students (regardless of whether they attend Keyano College or the University of Alberta) follow a common curriculum in their first year. Selection of a specialization takes place in the second year, and the Faculty of Engineering at the University of Alberta offers undergraduate programs leading to BSc degrees in:

- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Engineering Physics
- Materials Engineering
- Mechanical Engineering
- Mining Engineering
- Petroleum Engineering

Since the Keyano calendar is prepared well in advance of the start of the academic year there may be changes in course offerings shown below. Consult with a Student Advisor for the latest information.

Students interested in transferring to the University of Calgary, or another university should consult with the Chair or a Student Advisor. Transfer arrangements to an engineering program at institutions other than the University of Alberta are the responsibility of the student.

Admission Requirements

The Bachelor of Science in Engineering program at Keyano College, with transfer to the University of Alberta, is intended for students who have recently completed their High School diploma. Applications from students who have previously completed some post-secondary courses will be reviewed on a case-by-case basis to determine if they qualify for admission into year two of the University of Alberta's Engineering program. If you are uncertain about your qualifications, please contact the Office of the Registrar.

Admission Requirements

A minimum overall average of at least 70% is required in:

- English 30-1 (with a minimum of 60%)
- Math 30-1
- Mathematics 31
- Chemistry 30
- Physics 30

English Language Proficiency

Applicants whose first language is not English must demonstrate English Language Proficiency in one of the following ways:

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL - minimum score of 70
- MELAB - minimum score of 85
- Duolingo - minimum score of 115
- PTE (academic) - minimum score of 58

See page 11 for other ways to meet the English Language Proficiency.

Procedures for Selection of Engineering Students:

Admission into the Engineering program is competitive and is based on academic achievement. Applications will be accepted from October 1 to June 15. Applications received after the deadline will be considered if capacity permits.

Upon receipt of partial transcripts, conditional offers of acceptance will be granted to applicants who present an average of at least 80% in the three first semester Grade 12 core subjects and evidence of suitable second semester course enrollment.

On receiving notice of acceptance, and paying the Admissions Deposit, a student will be given three weeks to register in the program; failure to register in this time may result in the offered acceptance being withdrawn. After withdrawal of acceptance an applicant may reapply and have their name placed in a pool for further screening.

Applicants who do not meet the 80% course average requirement but who have achieved a minimum average of 70% in the subjects listed above, along with applicants who apply later than the June 15 deadline for application, will be placed in a pool for further screening based on academic achievement and availability of space.

Acceptance into the program will be offered to the highest ranked students from the pool of qualified applicants, contingent on availability of space.

Course Selection and Transfer Requirements

A full course load for each semester is required for all first-year engineering transfer students applying to the University of Alberta.

Successful transfer is based on credit hours completed, grade point average (GPA) for the common first year courses, and other requirements. The grade point average (GPA) required to enter a specialization in second year varies; some specializations are more competitive than others and may require a higher grade point average for transfer

UNIVERSITY STUDIES – SCIENCE IN ENGINEERING

Program of Study

COURSE	COURSE TITLE	CREDITS	U OF A UNITS
Year 1: Term I (September – December)		**16**	
CHEM 103	Introductory University Chemistry I	3	4.3
ENGG 102	Introduction to the Engineering Profession	1	2.0
ENGG 130	Engineering Mechanics I	3	4.0
ENGL 199	English for Engineering Students	3	3.0
MATH 100	Calculus I	3	4.0
PHYS 1130	Wave Motion, Optics & Sound	3	3.8
Year 1: Term II (January – April)		**17**	
CHEM 105	Introductory University Chemistry II	3	3.8
ENCMP 100	Computer Programming for Engineers	3	3.8
ENGG 160	Introduction to Engineering Design, Communication and Profession	2	2.0
ENPHY 131	Mechanics	3	4.3
MATH 101	Calculus II	3	3.5
MATH 102	Applied Linear Algebra	3	3.5

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for University Studies.

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

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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UNIVERSITY STUDIES – SOCIAL WORK

BACHELOR OF SOCIAL WORK

UNIVERSITY OF CALGARY

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

Admission Requirements

An average of 60% in:

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

See General Admission Requirements on Page 87 to determine which courses are in Groups A, B & C.

Mature Students

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

- English 30-1

English Language Proficiency

Applicants whose first language is not English must demonstrate English Language Proficiency in one of the following ways:

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL - minimum score of 70
- MELAB - minimum score of 85
- Duolingo - minimum score of 115
- PTE (academic) - minimum score of 58

See page 11 for other ways to meet the English Language Proficiency.

Suggested pattern:

Year I

- 6* of Junior English.
- SOWK 201 (3*).
- 21* Arts or Science options.

Year II

- 30* of Arts and Science options.

It is recommended that students take options in English, History, Native Studies, Psychology and Sociology.

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for University Studies.

Transferability

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

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ADVANCED CARE PARAMEDIC

- DIPLOMA

Clearwater Campus – Suspended for Fall 2025 – Winter 2026

Advanced Care Paramedics (ACPs) are vital team members of the Emergency Medical Services (EMS) who provide advanced medical and trauma care in various health-related settings. This two-year diploma program offers students the opportunity to stay in their respective communities for most of their educational program, with the requirement to attend lab activities on campus as scheduled. Graduates of the program are eligible to write the Canadian Organization of Paramedic Regulators examination to register with the Alberta College of Paramedics.

Admission Requirements
High School Diploma with a minimum of 50% in:

- English 30/30-1 **OR** English 30-2
- Biology 30 **OR** another 30-level Science
- Math 20-1 **OR** Math 20-2
- Valid Heart and Stroke Basic Life Support Provider certificate
- Primary Care Paramedic Certificate from an approved training institute
- Valid Class 4 driver's license
- Active Primary Care Paramedic practice permit

Students who do not meet the admission criteria may request their status to be reviewed. See Application Procedures on Page 8.

Mandatory Selection Day:
After meeting admission requirements, the school of Nursing and Allied Health will contact you to schedule for a mandatory selection day. This day will include a written examination, written questionnaire and interview.

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

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 7.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 115
- PTE (academic) – minimum score of 65

In addition to meeting English Language Proficiency students must also present appropriate admission requirements for their chosen program. See page 11 for other ways to meet the English Language Proficiency requirement.

Applicants of Indigenous Ancestry
One position per year is made available in the Advanced Care Paramedic Program for qualified applicants of Indigenous ancestry. If qualified applicants of Aboriginal ancestry are not admitted by – December 1-, the positions may be filled with students of non-Indigenous ancestry. Indigenous ancestry is defined within the Constitutional Act of 1982, Section 35, Subsection 2. According to this Constitutional Act, Aboriginal peoples of Canada include Inuit, Indian and Métis peoples of Canada (Department of Justice, Canada, 1982).

Admission Process
Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1: Term I (Winter: January – April)		**18**
ACP 501	Anatomy and Physiology	6
ACP 502	Pathophysiology	6
ACP 503	Pre-hospital Skills	6
Year 1: Term II (Spring: May – July)		**9**
ACP 505	Introduction to Pharmacology	3
ACP 507	Physical Examination	3
ACP 516	Introductory Life Support	3
Year 1: Term III (Summer: August – September)		**7**
ACP 509	Intermediate Ambulance Practicum	6
ACP 518	Communications	1
Year 2: Term I (Fall: October – January)		**12**
ACP 508	Advanced Pharmacology	3
ACP 511	Emergency Diagnosis and Treatment I	6
ACP 514	Advanced Paramedic Skills	3
Year 2: Term II (Winter: February – May)		**18**
ACP 506	Obstetrics	3
ACP 510	Professional Practice	3
ACP 513	Advanced Life Support	3
ACP 517	Paramedic Wellness	3
ACP 519	Emergency Diagnosis & Treatment II	6
Year 2: Term III (Summer: June – September)		**12**
ACP 512	Hospital Practicum	6
ACP 515	Final Ambulance Practicum	6

ADVANCED CARE PARAMEDIC

Progression Policy
To be eligible for the first practicum/clinical, ACP 509 Intermediate Ambulance Practicum, students must successfully complete ACP 501, ACP 502, ACP 503 ACP 505, and ACP 516.

To be eligible for ACP 512 Hospital Practicum, students must successfully complete ACP 506, ACP 508, ACP 511, and ACP 514.

To be eligible for ACP 515 Final Ambulance Practicum students must successfully complete ACP 510, ACP 513, and ACP 519.

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

If the GPA warrants a second withdrawal within the program, the student will be required to withdraw from the program and will not be readmitted to the program.

- Students who fail a second clinical course or a clinical course for the second time will be required to withdraw from the program and will not be readmitted.
- Readmission to the program is subject to departmental review by the Coordinator, Chair and Dean of the program, and alignment with the College policies.

Graduation Requirements
All course requirements met satisfactorily.

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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APPLIED EARLY LEARNING & CHILD CARE

- CERTIFICATE

Clearwater Campus – No intake for F25/W26

Quality Early Learning and Child Care (ELCC) embraces a philosophy that children thrive in developmentally appropriate, child-centered play programs that use a problem-solving approach to guidance. Keyano College's Applied ELCC Certificate program incorporates this philosophy, providing students with the skills and credentials needed to work in the childcare field.

Delivered in an apprenticeship style, students will benefit from both theoretical learning in the classroom and periods of on-the-job education in childcare centers. Practical experience is gained with children, developing best practices for childcare at each stage of a child's development.

Admission Requirements
High School Diploma, or equivalent:

- English 30-1 with a minimum of 50% **OR** English 30-2 with a minimum of 65%

As a requirement for admission into the WIL1 program, students must secure employment at a childcare centre. Please note that students are responsible for finding and arranging their own workplace; placements will not be provided.

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

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 95
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency.

Pre-Practicum Requirements

- Police Information Check with Vulnerable Sector Check must be submitted prior to the first day of classes.
- Child Care First Aid must be completed (often completed during the first week of class with department) before students begin their first practicum.
- Child and Youth Intervention Check Must be submitted prior to 1st day of classes.

COURSE	COURSE TITLE	CREDITS
Term I		**15**
Term I Session I (4 weeks)		
CHSD 101	Child Development I	3
CHSD 104	Guiding Children's Behaviour	3
Term I Session II (4 weeks)		
ELCC 131	Work Integrated Learning I	3
Term I Session III (4 weeks)		
ENGL 100	Written Composition	3
Term I Session IV (4 weeks)		
ELCC 132	Work Integrated Learning II	3
Term II		**9**
Term II Session I (4 weeks)		
ELCC 106	Learning Through Play	3
ELCC 123	Creative Experiences for Young Children	3
Term II Session II (4 weeks)		
ELCC 133	Work Integrated Learning III	3
Term III		**15**
Term III Session I (4 weeks)		
CHSD 201	Child Development II	3
ELCC 102	Language and Literacy in Early Childhood	3
Term III Session II (4 weeks)		
ELCC 134	Work Integrated Learning IV	3
Term III Session III (4 weeks)		
ELCC 206	Planning for Play	3
Term III Session IV (4 weeks)		
ELCC 135	Work Integrated Learning V	3

Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

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

FOR FURTHER INFORMATION
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BACHELOR OF SCIENCE IN NURSING

- DEGREE

Clearwater Campus

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 National Council Licensure Examination for Registered Nurses (NCLEX-RN). Although this program is based on the curriculum of the University of Alberta Collaborative Baccalaureate Nursing program, it is unique in its emphasis on health promotion and wellness.

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

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

Admission Requirements
High school diploma or equivalent. Minimum overall average of at least 75% in five appropriate matriculation subjects, with no mark below 60%. Acceptance will be given to applicants who meet all Admission requirements and whose overall GPA (both High School required courses and Post-Secondary respectively) is at or above the annual calculated competitive GPA.

Required subjects are:

- English 30-1 (with a minimum 65%)
- Biology 30
- Chemistry 30 **OR** Science 30
- One of Math 30-1, Math 30-2 **OR** Math 31
- Subject from Group A, B or C

See General Admission Requirements on Page 88 to determine which courses are in Groups A, B & C.

Mature Students
Applicants over 21 years of age must meet the following criteria:

- An overall average of at least 75%
- A minimum mark of 65% in English 30-1
- A minimum mark of 60% in each of the following courses:
  - Chemistry 30 or Science 30
  - Biology 30.

English Language Proficiency

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL - minimum score of 70
- MELAB - minimum score of 85
- Duolingo - minimum score of 115
- PTE (academic) - minimum score of 73

See page 11 for other ways to meet the English Language Proficiency.

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

If applicant do not present these years of English education, they may be able to meet this requirement by presenting one of the following:

- a minimum of 26 on the speaking band of the TOEFL: iBT, or
- a minimum of 125 on the conversation band of Duolingo, or
- a minimum of 7.5 on the IELTS speaking band.

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

Clinical Requirements

- The student is required, by Alberta Health Services (AHS), to provide the educational institution with a Police Information Check and Vulnerable Sector Check one time, provided the student maintains enrollment in the program with no lapse of more than two (2) consecutive full terms.
- The cost of a Police Information Check is the student's responsibility. Police Information Check and Vulnerable Sector Check must be dated no earlier than July 1st of the year of admission.
- CPR certification Heart and Stroke Health Care Provider level dated no earlier than April 30th of the year of admission. Evidence of recertification in each subsequent year is required.
- Up-to-date immunization record provided to Health Services.
- N95 Respiratory Mask Fit testing

There are also other forms that will be required and those will be provided to students upon successful admission.

Applicants of Canadian Indigenous Ancestry
Five positions per year are made available in the Nursing program for qualified applicants of Indigenous ancestry. If qualified applicants of Indigenous ancestry are not admitted by April 15, the positions may be filled with students of non- Indigenous ancestry. Aboriginal ancestry is defined within the Constitutional Act of 1982, Section 35, Subsection 2. According to this Constitutional Act, Aboriginal peoples of Canada include Inuit, Indian and Métis peoples of Canada (Department of Justice, Canada, 1982).

Post-Secondary Credits
Students who have completed post-secondary coursework will be ranked based on a combination of their high school and post-secondary grades. Specifically, 60% of the admission GPA will be calculated using the required high school courses, and 40% will be

based on the most recent 24 credits of relevant post-secondary coursework.

Please see Application Procedures on pages 7 to 8.

Admission Process

Admission Process

Applications open on October 1 of the year prior to the program's start date and remain open until the first day of classes. Admission offers for eligible applicants may continue to be issued, depending on seat availability, until the end of the first week of classes. Students must register in the program not later than the end of the first week of classes.

For programs with limited enrollment, such as the Bachelor of Science in Nursing program, Keyano College may use academic rating scales to determine admission. Applicants who have submitted all required documents and whose overall GPA – including high school prerequisites and/or post-secondary coursework – is at or above the annual competitive average, will be issued an offer.

Applicants who meet the minimum requirements but fall below the annual competitive GPA will be placed on a competitive waitlist. Offers from the waitlist may be extended based on GPA rankings and available seats. Keyano College reserves the right to determine the competitive GPA and manage the waitlist for each intake.

Progression Policy

- A minimum grade of C+ is required to pass all foundational nursing courses, including: NURS 106, NURS 116, NURS 120, NURS 124, NURS 125, NURS 216, NURS 217, NURS 220, NURS 224 and MMI 133.
- A minimum grade of C- is required to pass all other nursing and non-nursing courses.
- To advance to the next academic year, students must complete all course from the previous year and achieve a minimum GPA of 2.0.
- Students with a semester GPA between 1.7 and 1.99 will be placed on academic probation for one semester.
- Students with a semester GPA of 1.69 or lower must withdraw from the program.
- Students on academic probation who do not raise their cumulative GPA to at least 2.0 by the end of the following semester will be required to withdraw from the program.
- Students who are placed on academic probation a second time during the program will be required to withdraw and will not be eligible for readmission.
- Students who fail a second clinical course, or fail the same clinical course twice, will be required to withdraw and are not eligible for readmission.
- Unsuccessful performance in a clinical course, will result in a failing grade regardless of the withdrawal date.
- Readmission decisions are made on a case-by-case basis and are subject to review by the Program Chair, Associate Dean, and Dean, in accordance with College policies.

Collaborative Nursing Program:

For the first three years, you are enrolled as a Keyano College student and attend classes at Keyano.

In the third year of the program, application is made to the University of Alberta for the fourth year of the program. Upon admission to the University of Alberta for the fourth year, students will remain students of the collaborative program and courses will be delivered at Keyano College.

- The University of Alberta recognizes the first three years as a block transfer.
- You must have a minimum cumulative GPA of 2.0 over the first three years.

After successfully completing the fourth year, you will graduate with a Bachelor of Science in Nursing (BScN) degree from the University of Alberta. Graduates are eligible to write the National Council Licensure Examination (NCLEX-RN) to become licensed as a Registered Nurse in Alberta.

Program Duration:

The program is intended to be completed in four years. Students must finish Years 1-3 within four years of initial admission.

GPA Calculation:

To determine annual academic progression in the Nursing program, GPA is calculated using courses completed between July 1 and June 30. See page xx for the GPA formula.

For University of Alberta admission purposes, GPA is based on all courses completed by April 30, in line with admission deadlines.

Voluntary Withdrawal

Students who voluntarily withdraws from the program for non-academic reasons and/or are absent for at least one academic year must reapply for admission to the program. The student will meet with the Program Chair to set out the course progression and NURS 102 will be highly recommended for the student to complete.

Note: Withdrawal deadline exceptions are listed in course outlines. Withdrawal deadlines in collaborative programs follow the policies of the partner institution.

Open Studies

Open Studies at Keyano College allows students to complete their non-nursing courses (i.e., English and two electives) within the University Studies department. Students may also be accepted to Open Studies to complete required upgrading and non-nursing courses for BScN program admission.

Note: Completing an Open Studies year does not guarantee admission to the BScN program. Students must apply and will be considered based on academic performance, as outlined in the admission requirements. For assistance with program planning, please contact a Student Advisor.

Program of Study

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

COURSE	COURSE TITLE	CREDITS	

BACHELOR OF SCIENCE IN NURSING

Year 1: Term I (September – December)		16	Minimum Passing Grade
ENGL **OR** WRS	1st year University English or writing course	3	C-
MMI 133	Medical Microbiology for Nurses	3	C+
NURS 106	Foundations of Anatomy & Physiology	6	C+
NURS 120	Foundations for Success in Nursing	4	C+
Year 1: Term II (January – April)		**13**	
NURS 116	Pathophysiology and Pharmacology I	3	C+
NURS 124	Foundations of Nursing I	3	C+
NURS 125	Nursing Practice – Health Assessment & Nursing Process	4	C+
NURS 123	Health & Wellness Across the Lifespan	3	C+
Year 1: Term III (May – June)		**6**	
NURS 222	Indigenous Health in Canada	3	C-
	Elective	3	C-

All year 1 courses must be completed prior to entering year 2.

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 2: Term I (September – December)		**15**	
NURS 211	Statistics and Knowledge Management	3	C-
NURS 216	Pathophysiology and Pharmacology II	3	C+
NURS 220	Foundations of Nursing II	3	C+
NURS 221	Introductory Acute Care Nursing Practice I	6	PASS
Year 2: Term II (January – April)		**15**	
NURS 217	Pathophysiology and Pharmacology III	3	C+
NURS 224	Foundations of Nursing III	3	C+
NURS 225	Introductory Acute Care Nursing Practice II	6	PASS
NURS 311	Evidence Informed Nursing Practice	3	C-
Year 2: Term III (May – June)		**3**	
Elective - to be completed anytime prior to Year 4		3	C-
Year 3: Term I (September – December)		**15**	
NURS 300	Health Policy, Health Care Organizations, Change Management	3	C-
NURS 321	Advanced Acute Care Nursing Practice I	6	PASS
NURS 323	Community Nursing Through the Lifespan (OR NURS 327 OR NURS 325)	6	PASS
Year 3: Term II (January – April)		**15**	
NURS 325	Advanced Acute Care Nursing Practice II (NURS 327 OR NURS 323)	6	PASS
NURS 327	Mental Health & Wellness in Nursing (OR NURS 323 OR NURS 325)	6	PASS
NURS 400	Leadership in Nursing & Interprofessional Practice	3	C-

Students must apply for official admission to the University of Alberta in year three for year four.

BACHELOR OF SCIENCE IN NURSING

Fast Track Pathway

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1: Term I (September – December)		**16**	
ENGL	English elective	3	C-
MMI 133	Medical Microbiology for Nurses	3	C+
NURS 106	Foundations of Anatomy & Physiology	6	C+
NURS 120	Foundations for Success in Nursing	4	C+
Year 1: Term II (January – April)		**13**	
NURS 116	Pathophysiology and Pharmacology I	3	C+
NURS 124	Foundations of Nursing I	3	C+
NURS 125	Nursing Practice – Health Assessment & Nursing Process	4	C+
NURS 200	Innovation, Systems Thinking & Leadership in Healthcare	3	C-
Year 1: Term III (May – June)		**6**	
NURS 222	Indigenous Health in Canada	3	C-
	Elective	3	C-
Year 2: Term I (September - December)		**15**	
NURS 211	Statistics and Knowledge Management	3	C-
NURS 216	Pathophysiology and Pharmacology II	3	C+
NURS 220	Foundations of Nursing II	3	C+
NURS 221	Introductory Acute Care Nursing Practice I	6	PASS
Year 2: Term II (January - April)		**15**	
NURS 217	Pathophysiology and Pharmacology III	3	C+
NURS 224	Foundations of Nursing III	3	C+
NURS 225	Introductory Acute Care Nursing Practice II	6	PASS
NURS 311	Evidence Informed Nursing Practice	3	C-
Year 3 Term I (May – August)		**18**	
NURS 300	Health Policy, Health Care Organizations, Change Management	3	C-
NURS 321	Advanced Acute Care Nursing Practice I	6	PASS
NURS 325	Advanced Acute Care Nursing Practice II	6	PASS
	Elective	3	C-
Year 3: Term II (Sept – December)		**15**	
NURS 323	Community Nursing Through the Lifespan (OR NURS 327)	6	PASS
NURS 327	Mental Health & Wellness in Nursing (OR NURS 323)	6	PASS
NURS 400	Leadership in Nursing & Interprofessional Practice	3	C-

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

Progression Policy

- A minimum of C+ is required to pass all foundational nursing courses (NURS 106, NURS 116, NURS 120, NURS 124, NURS 125, NURS 216, NURS 217, NURS 220, NURS 224 and MMI 133).
- A minimum of C- is required to pass all other nursing and non-nursing courses.
- For yearly promotion, a student must have successfully completed all courses from the previous year and obtain a minimum GPA of 2.0.
- Students with a semester GPA of 1.7 to 1.99 will be placed on academic probation for one semester.
- A student with a GPA of 1.69 or lower must withdraw from the program.
- Students on academic probation who fail to achieve a cumulative GPA of 2.0 by the end of the next semester, will be required to withdraw from the program.
- If the GPA warrants a second academic probation within the program, the student will be required to withdraw from the program and will not be readmitted to the program.
- Readmission to the program is subject to departmental review by the Chair and Dean of the program, and alignment with College Policies.
- Students who fail a second clinical course or a clinical course for the second time will be required to withdraw from the program and will not be readmitted.

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

In order to protect the public interest, students who have been required to withdraw, and are applying for readmission will be required as part of the readmission process, to demonstrate nursing knowledge and skills learned to date in order to determine an appropriate placement in the program.

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

GPA Calculation

For purposes of academic progression from one year of the Nursing program to the next, GPA (grade point average) is calculated based on courses completed during the academic year, between July 1 and June 30. See page 39 for the formula to calculate GPA.

For purposes of admission to the University of Alberta, GPA is calculated based on all courses completed to April 30 of that academic year, due to admission deadlines.

BACHELOR OF SCIENCE IN NURSING

Voluntary Withdrawal
A student who withdraws for reasons other than academic performance and is away for at least one academic year will be required to re-apply for admission and chair approval.

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

Open Studies
Open Studies at Keyano College allows students to complete their non-Nursing courses such as English and one other elective within the University Studies department. Students may also be accepted to Open Studies to complete the upgrading required for admission to the BScN program at the same time as completing required non-Nursing courses.

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

Please contact a Student Advisor regarding program planning.

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

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

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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

BRIDGE TO CANADIAN NURSING FOR REGISTERED NURSES

- CERTIFICATE

Clearwater Campus

This program is tailored for internationally educated nurses aiming to practice in Canada. It builds on their existing knowledge and experience, focusing on critical thinking, communication, and cultural competence essential for Canadian nursing. The curriculum helps students integrate into the Canadian healthcare system, emphasizing patient advocacy and evidence-based practice. Upon completion, graduates are eligible to write the Next Generation NCLEX (NGNCLEX) exam, a key step toward registration as a nurse in Canada. The program fosters a supportive and inclusive environment, valuing diversity and preparing nurses to contribute meaningfully to patient care and community health.

This program will be offered in a hybrid delivery model, from Keyano College Clearwater Campus, preferably utilizing Hyflex technologies to increase access through a virtual classroom and/or in an on-campus classroom environment. An Essential Nursing Skills course, conducted in a lab and simulation lab, will be mandatory and delivered in person. This one-year certificate will accept students on an annual Fall intake basis.

Graduates of the Bridge to Canadian Nursing Certificate Program will meet the College of Registered Nurses of Alberta Entry-Level Competencies for the practice of Registered Nurses.

Admission Requirements
Applicants must present one of the following:

- A recognized 3- or 4-year bachelor's degree in nursing qualifying for Registered Nursing (RN) practice, only accepting a WES, IQAS, NNAS or documentation from a provincial or territorial regulatory body to provide proof of recognized nursing degree qualification.
  OR
- Current or former registration as a Registered Nurse (RN) in Canada.

AND

- Provide a current character reference from an employer, post-secondary instructor, government official, or a comparable individual.
- Complete a proctored online baseline exam set up by the nursing department, where prior nursing knowledge will be evaluated. Applicants must achieve a minimum score of 80% on the exam.
- If the above requirements are met, applicants will be asked to complete a pre-entry interview with the Chair, if selected.
- Present a Child Welfare and Police Information Check prior to 1st day of classes.

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

English Language Proficiency
English is the primary language of instruction at Keyano College. Applicants must demonstrate a minimum level of English proficiency before admission, regardless of citizenship or country of origin. The applicant's primary language is the one in which they are most proficient; it is the language predominantly spoken during their last three years of formal education and the language they use for daily communication at home, both written and spoken. If English is their primary language, they meet the English Language Proficiency requirement. If not, they must fulfill the ELP requirement by completing one of the following ELP tests.

Keyano College reserves the right to use discretion to determine an applicant's language proficiency.

- TOEFL: iBT – minimum score of 86 (min. score of 21 in Reading and Writing, 23 in Listening and 26 in Speaking)
- IELTS (academic) – minimum score of 6.5 (min. score of 5.5 in Reading and Writing, 6.0 in Listening and 7.0 in Speaking)
- CAEL – minimum score of 70 (min. score of 60 in Reading and Writing and 70 in Listening and Speaking)
- CELBAN – minimum score of CLB 7 in writing, CLB 8 in Reading and Speaking and CLB 9 in Listening
- CELA (Advanced/Proficiency) – minimum overall score of 180 (min. score of 165 in Reading and Writing, 172 in Listening and 188 in Speaking)
- MELAB – minimum score of 85 (min. score of 80 in GCVR and Writing, 85 in Listening and 4- in the Speaking Test)
- PTE (academic) – minimum score of 59 (min. score of 56 in Reading and Writing, 58 in Listening and 71 in Speaking)

ELP Tests: Test scores more than two years old will not be accepted for admission.

See page 11 for other ways to meet the English Language Proficiency requirement.

Clinical Requirements
Once applicants have received admission to the program, students must present the following prior to commencing clinical:

- CPR certification at the Health Care Provider level
- An up-to-date immunization record provided to Health Services.
- N95 Respiratory Mask Fit testing

BRIDGE TO CANADIAN NURSING FOR REGISTERED NURSES

Digital Literacy Requirements

Applicants must have a strong understanding of computer and technology tools to succeed in the program. Specifically, applicants should:

- Communicate effectively and conduct research.
- Use a computer to browse the web and send emails.
- Critically evaluate the impact of technology on behaviour.
- Create and produce content while effectively communicating through email, media, and the internet.

Students with Disabilities

When warranted, and without compromising academic and professional nursing practice standards, Accessibility Services at Keyano College will provide reasonable accommodation for students with documented disabilities.

Admission Process

Applications will open October 1 of the preceding year until the first day of class of the program's intake. Offers of admission for eligible applicants may continue based on available seats until the end of the first week of classes. For programs with an enrollment limit, such as Bridge to Canadian Nursing, the College reserves the right to employ academic rating scales for admission purposes. After an initial review of applications, successful applicants will receive an offer letter outlining the terms of their admission. It is crucial for these applicants to submit all required documents by the deadline specified in the offer letter. Failure to register or provide the necessary documentation by the deadline may result in the college exercising its right to place the student on a waiting list, thereby allowing another applicant the opportunity for admission.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1: Term I (September – December)		**14**	
IENRN 100	Fundamentals of Medical and Surgical Nursing in Canada	3	C+
IENRN 101	Foundational Pathophysiology and Pharmacology	3	C+
IENRN 102	Essential Nursing Skills	3	C+
IENRN 103	Acute Care Clinical Practice	5	C+
Year 1: Term II (January – April)		**15**	
IENRN 104	Foundations of Maternity, Pediatric, and Public Health in Canada	3	C+
IENRN 105	Enhancing Communication, Cultural Competence and Indigenous Health in Canadian Nursing Practice	3	C+
IENRN 106	Jurisprudence and Ethics in Canadian Nursing Practice	3	C+
IENRN 107	Canadian Mental Health Nursing	3	C+
IENRN 108	Maternity, Pediatrics and Mental Health Clinical Practice	3	C+
Year 1: Term III (May - June)		**7**	
IENRN 109	Comprehensive Next Generation NCLEX Preparation for Exam Success	3	A-
IENRN 110	Transition to Practice	4	C+

Progression Policy

In addition, there are progression requirements associated with the Bridge to Canadian Nursing program:

• Students cannot violate any relevant professional code of ethics and/or standards of practice (i.e. CRNA and CNA nursing professional practice documentation). A committee established by the program will assess violations of relevant codes and standards and whether the student will be required to withdraw from the program based on the seriousness of the violation.

• Students must achieve a minimum of an A- in IENRN 109, a minimum of C+ in all remaining theory courses, and a pass grade in the lab and clinical practice. An overall GPA of 2.3 is required for all students to progress from semester to semester.

• Students who do not achieve a GPA of 2.3 at the end of the semester will be required to withdraw from the program for one semester. Students may then apply to return to the program.

• If the GPA warrants a second withdrawal within the program, the student will be required to withdraw from the program and will not be readmitted to the program.

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

• Students who fail a second clinical course or a clinical course for the second time will be required to withdraw from the program and will not be readmitted.

• Students are permitted to take the same course a maximum of two times. If the student withdraws and/or fails the same course twice, the student is required to withdraw from the program.

• Readmission to the program is subject to departmental review by the Chair, Associate Dean, and Dean of the school and alignment with the College policies.

• In order to protect the public interest, students who have been required to withdraw, and are applying for readmission will be required to demonstrate nursing knowledge and skills learned to date in order to determine an appropriate placement in the program.

To graduate from the Bridge to Canadian Nursing program, students must achieve a cumulative GPA of at least 2.3, with no grade lower than C+ in any theory course, a passing grade in all lab and clinical courses, and a minimum 80% (A-) in IENRN 109.

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

BRIDGE TO CANADIAN NURSING FOR REGISTERED NURSES

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program

Transferability

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

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
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keyano.ca

CHILD AND YOUTH CARE

- DIPLOMA

Clearwater Campus

The Child and Youth Care Diploma Program will equip graduates with the knowledge, skills, and practical experience to engage with children, youth and families utilizing a strength based and relational approach to support development and positive change. It is recognized that many of the children, youth and families receiving assistance have experienced various types of abuse, grief and loss, trauma, as well as difficulty navigating the numerous systems that offer care and support. Additionally, those who benefit from involvement with Child and Youth Care Workers often face additional challenges associated with systemic and socioeconomic factors, mental health, and addiction as well as involvement in the justice system. Child and Youth Care graduates are valuable team members who will work collaboratively with children, youth, and families across a variety of environments including school-based programs, treatment-based facilities, early intervention, child protection and youth justice.

Admission Requirements
High School Diploma, or equivalent:

- English 30-1 with a minimum of 50% **OR** English 30-2 with a minimum of 65%

Mature Students (students who are 21 years or older)

- English 30-1 with a minimum of 50% **OR** English 30-2 with a minimum 65%

Pre-Practicum Requirements

- Police Information Check with Vulnerable Sector Check must be submitted on the first day (Orientation Day) and applied for no earlier than 6 weeks prior to the start of the semester.
- Child Intervention Record Check completed by Alberta Children and Family Services must be submitted on the first day (Orientation Day) and applied for no earlier than 6 weeks prior to the start of the semester.
- Heart & Stroke Health Care Provider or Standard First Aid/CPR/AED and
- Non-Violent Crisis Intervention certifications may be required prior to practicum. Students will be responsible to obtain these certifications.

English Language Proficiency

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 85
- Duolingo – minimum score of 110
- PTE (academic) – minimum score of 58

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Canadian Indigenous applicants
Three positions per year are made available in the Child and Youth Studies program, Child & Youth Care specialization for qualified Canadian Indigenous applicants. If qualified Canadian Indigenous applicants are not admitted by May 30, the positions may be filled with students of non-Indigenous ancestry.

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

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1: Term I		**15**	
CHSD 101	Child Development 1	3	C-
CYC 100	Introduction to Child & Youth Care	3	C-
CYC 101	Child & Youth Care Methodology	3	C-
ENGL 100	Written Composition	3	C-
PSYCH 104 or 3 credits of approved junior Psychology	Basic Psychological Processes	3	C-
Year 1: Term II		**17**	
CYC 102	Introduction to Treatment	3	C-
CYC 103	Diversity in Child & Youth Care Practice	3	C-
CYC 104	Therapeutic Activities	3	C-
CYC 120	Practicum I	5	PASS
ELCC 330	Ecology of the Family	3	C-

CHILD AND YOUTH CARE

Year 2: Term I		**17**	
CHSD 201	Child Development II	3	C-
CYC 200	Youth Justice	3	C-
CYC 201	Counselling Process, progress, & Evaluation	3	C-
CYC 202	Child & Youth Mental Health & Addiction	3	C-
CYC 220	Practicum II	5	PASS
Year 2: Term II		**17**	
CYC 203	Family Violence, Abuse & Trauma	3	C-
CYC 204	Ethics & Practice in the Crisis Intervention	3	C-
CYC 205	Group Work	3	C-
CYC 221	Practicum II	5	PASS
NATST 201	A Canadian Indigenous Prospective to Helping	3	C-

Admission Process
Please see Application Procedures on pages 7 or 8

Graduation Requirements
Students who successfully complete the program of study of two years, with a passing grade of C- or higher in each course and a minimum 1.7 GPA overall program average or better shall be issued a diploma.

Upon successful completion of the Child & Youth Care Diploma, students have met the first criteria required to apply for advanced certification through the Child and Youth Care Association of Alberta (CYCAA).

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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keyano.ca

EARLY LEARNING & CHILD CARE

- CERTIFICATE

Clearwater Campus

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

Keyano College's Early Learning and Child Care Certificate program gives you the skills and credentials needed to work in the childcare field. Learn how to create child-centred play programs, give guidance through problem solving, and inspire learning. You'll gain practical experience with children and learn the best practices for childcare at each stage of a child's development.

Admission Requirements
High School Diploma, or equivalent:

- English 30-1 with a minimum of 50% **OR** English 30-2 with a minimum of 65%

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

Pre-Practicum Requirements

- Police Information Check with Vulnerable Sector Check must be submitted on the first day (Orientation Day) and applied for no earlier than 6 weeks prior to the start of the semester.
- Child Intervention Record Check completed by Alberta Children and Family Services must be submitted on the first day (Orientation Day) and applied for no earlier than 6 weeks prior to the start of the semester.
- Heart & Stroke Health Care Provider Standard First Aid/CPR/AED and
- Non-Violent Crisis Intervention certifications may be required prior to practicum. Students will be responsible to obtain these certifications.

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

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 100
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.
In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Admission Process
Please see Application Procedures on pages 7 to 8.

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Term I (September – December)		**22**	
CHSD 101	Child Development I	3	D
CHSD 104	Guiding Children's Behaviour	3	D
CHSD 105	Personal Development & Interaction	2	D
ELCC 106	Learning Through Play	3	D
ELCC 110	Practicum I	4	PASS
ELCC 123	Creative Experiences for Young Children	3	D
ELCC 125	Practicum Seminar I	1	PASS
ENGL 100	Written Composition	3	D
Term II (January – April)		**17**	
CHSD 201	Child Development II	3	D
ELCC 102	Language and Literacy in Early Childhood	3	D
ELCC 116	Nutrition, Health & Safety	2	D
ELCC 206	Planning for Play	3	D
ELCC 210	Practicum II	5	PASS
ELCC 225	Practicum Seminar II	1	PASS

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

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

FOR FURTHER INFORMATION
Please contact the Chair.

EARLY LEARNING & CHILD CARE

TO APPLY

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

EARLY LEARNING & CHILD CARE

- DIPLOMA

Clearwater Campus

Early Learning and Child Care courses are based on a philosophy that children thrive in developmentally appropriate, child-centered play programs that use a problem-solving approach to guidance. Practical experience with children is an integral part of the program. The Early Learning and Child Care Diploma provides students with the knowledge, skills, and competencies to pursue professional, supervisory positions in childcare. Study involves an ongoing forum of networking with other experienced early childhood professionals and projects tailored to students' specific interests and requirements. Continuous intake is available on a Full-time or Part-time basis, with programming delivery offered in an alternative format (face-to-face and/or synchronous and asynchronous online) to accommodate working childcare worker schedules. Study is also available through evening classes and day classes when space allows. Graduates are employed primarily in daycare centres, preschools, out-of-school care (OSC) and family day homes.

Admission Requirements
Year 1:
High School Diploma, or equivalent, with:

- English 30-1 with a minimum of 50% **OR** English 30-2 with a minimum of 65%

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

Year 2:

- ELCC Certificate or equivalent
  OR
- A Level 2 equivalency, as recognized by Alberta Child Care Staff Certification Office, may be eligible, if applicants provide proof of competency in the following early learning courses: CHSD 104, CHSD 105, ELCC 106, ELCC 206 and have equivalent practicum experience in an early learning setting.

Pre-Practicum Requirements

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

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

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 100
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Admission Process
Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1: Diploma Term I (September – December)		**22**	
CHSD 101	Child Development I	3	D
CHSD 104	Guiding Children's Behaviour	3	D
CHSD 105	Personal Development & Interaction	2	D
ELCC 106	Learning Through Play	3	D
ELCC 110	Practicum I	4	PASS
ELCC 123	Creative Experiences for Young Children	3	D
ELCC 125	Practicum Seminar I	1	PASS
ENGL 100	Written Composition	3	D
Year 1: Diploma Term II (January – April)		**17**	
CHSD 201	Child Development II	3	D
ELCC 102	Language and Literacy in Early Childhood	3	D
ELCC 116	Nutrition, Health & Safety	2	D
ELCC 206	Planning for Play	3	D
ELCC 210	Practicum II	5	PASS
ELCC 225	Practicum Seminar II	1	PASS
Year 2: Diploma Term I (September – December)		**14**	
ELCC 330	Ecology of the Family	3	C-
ELCC 331	Understanding Children's Behaviour	3	C-
ELCC 332	Inclusion in Child Care Settings	3	C-
ELCC 334	Practicum III	4	PASS
ELCC 335	Practicum Seminar III	1	PASS

EARLY LEARNING & CHILD CARE

Year 2: Diploma Term II (January – April)		**17**	
ELCC 333	Environments & Programming	3	C-
ELCC 340	Anti-Bias Education in Child Care	3	C-
ELCC 341	Child Care Organizations & Administration	3	C-
ELCC 342	Supporting Children & Families in Indigenous Contexts	3	C-
ELCC 344	Practicum IV	4	PASS
ELCC 345	Practicum Seminar IV	1	PASS
Year 2: Diploma Term III (May – June)		**6**	
ELCC 343	Interpersonal Relationships, Ethics & Team Dynamics	3	C-
Choice of: ELCC 350 Infants & Toddlers **OR** ELCC 351 School Aged Care		3	C-

Graduation Requirements
Course requirements satisfactorily met for all program courses.

NOTE: All students will follow new ELCC Diploma program requirements. Any students with credits from previous ELCC Diploma program will have their courses assessed for advanced credit in the new program.

The minimum passing grade for ELCC Diploma courses is C- (60%), with the exception of practicum seminar courses ELCC 335 and ELCC 345 is Pass/Fail but requires a minimum passing grade of C- (60%) in co-requisite Practicums ELCC 334 and ELCC 344. A minimum of C- (60%) is required for progression or transfer.

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

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

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

FOR FURTHER INFORMATION

Please contact the Chair.

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EDUCATIONAL ASSISTANT

- CERTIFICATE

Clearwater Campus

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

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

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

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

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

Admission Requirements
High School Diploma, or equivalent, with:

- English 30-1 with a minimum of 50% **OR** English 30-2 with a minimum of 65%

Current grade 12 students can apply on or after October 1 and we will process the application for admission. Any students with 5% or higher on the program admission requirements and school timetable showing they are registered in appropriate grade 12 courses may be given conditional acceptance into programs.

Mature Students
Mature students (students who are 21 years or older), need to have a completion of the listed Math and English courses OR a pass mark on the College Entrance Assessment test.

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

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 100
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Admission Process
Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Term I (September – December)		**21**	
CHSD 101	Child Development I	3	D
CHSD 104	Guiding Children's Behaviour	3	D
CHSD 105	Personal Development & Interaction	2	D
EA 100	Role of the Educational Assistant	3	D
EA 102	Language and Literacy	3	D
EA 110	Practicum I	3	PASS
EA 125	Practicum Seminar I	1	PASS
ENGL 100	Written Composition	3	D
Term II (January – April)		**17**	
CHSD 201	Child Development II	3	D
EA 116	Health & Safety Issues	1	D
EA 202	Working with Children with Special Needs	3	D
EA 206	Developing Numeracy in the Elementary Classroom	2	D
EA 210	Practicum II	4	PASS
EA 211	Reading Support for Emergent Readers	3	D
EA 225	Practicum Seminar II	1	PASS
Exceptionality Options (choose 3)		**3**	
CHSD 215	Exceptionality V Behavioural Disorders	1	D
CHSD 220	School-Age Care	1	D
CHSD 223	Working with EAL Children	1	D
CHSD 224	Working with Children with Autism Spectrum Disorders	1	D
CHSD 225	Working with Communication Disorders	1	D

EDUCATIONAL ASSISTANT

COURSE DESCRIPTIONS
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

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

FOR FURTHER INFORMATION

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HEALTH CARE AIDE

- CERTIFICATE

Clearwater Campus

The Health Care Aide (HCA) program is a 32-week program that provides students with the knowledge, skills, and attitudes they need to practice as a Health Care Aide. HCAs are currently an unregulated workforce that provide basic health services and support with activities of daily living activities for clients who have medical conditions or major functional limitations. However, professional regulatory oversight will be undertaken by the College of Licensed Practical Nurses of Alberta (CLPNA). HCAs work under the direct or indirect supervision of a regulated health professional, such as a registered or licensed practical nurse, in a variety of healthcare settings.

Program Note: Digital literacy is required.
Candidates must possess knowledge of computer/technology tools to be successful in the program. Candidates must:

- be able to communicate, research and understand information.
- know how to use computer to surf web, email.
- be able to critically evaluate and understand how technology can affect one's behaviour.
- be able to create, produce content and effectively communicate using email, media, internet.

Admission Requirements

- English 20-1 **OR** 20-2 with a minimum of 60% or Canadian jurisdiction equivalent
  OR
- English 30-1 **OR** 30-2 with a minimum of 55% or Canadian jurisdiction equivalent.
  OR
- A pass mark on the College Entrance Assessment

Note: Students who have not completed the English Language Arts, 20-2 level requirement and achieved the minimum grade are subject to completing the ACCUPLACER assessment test. This can include students out of province, out of country or mature students that have been out of school for a significant length of time.

Clinical Practicum Requirements
Upon acceptance to the program, all students must provide proof of completion of:

- Heart and Stroke BLS
- Criminal Record/Vulnerable Sector check
- Updated Immunization Record
- AHS Orientation Modules
- WHMIS
- N95 Mask Fit

English Language Proficiency

- TOEFL: iBT – minimum score of 71
- IELTS (academic) – minimum score of 6.0 with no score below 5.5
- CLB – minimum score of 7 in each of the 4 language skills
- CELPIP General – minimum overall score of 7.0 with no score below 6.0
- Duolingo – minimum overall score of 95
- PTE (academic) – minimum score of 50
- By completing high school in Canada. Studies must have been in English at an approved Canadian high school (grades 9, 10, 11, 12) with at least three consecutive years of full-time academic study.
- By completing a recognized post-secondary degree or diploma program in Canada. The program must have involved at least two full years of full-time, consecutive academic study in English.

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Applications for this program will close on the first day of class. Offer of admission for eligible applicants may continue based on available seats until the end of the first week of classes. Students will be required to register in the program on or before the end of the first week of classes.

Program Completion Requirements:
HCA students must achieve a minimum final grade of 70% in each course and pass the provincial HCA Examination to graduate from the HCA Program and receive the Government of Alberta HCA Provincial Curriculum Certificate.

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

Admission Process
Please see Application Procedures on pages 7 to 8.

HEALTH CARE AIDE

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Term 1		**18**	
HCA 120	Health Care Aide Role & Responsibility	3	C+
HCA 121	The Human Body, Health & Chronic Illness	3	C+
HCA 122	Communication & Documentation in the Health care Environment	4	C+
HCA 123	Providing Person-Centered Care & Comfort	5	C+
HCA 124	Clinical Placement 1	3	PASS
Term 2		**18**	
HCA 125	Meeting Complex Care Needs	5	C+
HCA 126	Special Activities for Clients with Various Health Conditions	5	C+
HCA 127	Clinical Placement 2	5	PASS
HCA 128	Consolidated Clinical Placement	3	PASS

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to page 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

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PRACTICAL NURSE

- DIPLOMA

Clearwater Campus

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

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

Admission Requirements High School Diploma

- English 30-1 with a minimum of 65% **OR** English 30-2 with a minimum of 75%
- Biology 30 with a minimum of 65%
- Math 20-1 with a minimum of 50% **OR** Math 20-2 with a minimum of 60%

Mature Students

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

- The completion of the above English, Math, and Biology courses (with the grades specified)
- Must meet non-academic requirements
- A high school diploma is recommended

Clinical Requirements

- CPR certification at the Healthcare Provider Level; recertification in each subsequent year is required
- N95 Respiratory Mask Fit testing
- Back Care Certification
- Completion of health status questionnaire
- Up to date immunization record, Hepatitis B immunization may be completed while in the program
- The student is required by Alberta Health Services (AHS) to provide the educational institution with a Police Information Check and Vulnerable Sector Check one time, provided the student maintains enrollment in the program with no lapse of more than two (2) consecutive full terms

The student, during enrollment in the program, must self-report any change in criminal convictions or criminal charges to the Chair of the Practical Nurse program. When a Police Information Check shows any one or more boxes checked off indicating that information "may or may not exist", the student will be directed to consult with the Chair of the Practical Nurse program

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

English Language Proficiency

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

- TOEFL: iBT – minimum score of 84 with no score below 21
- IELTS – minimum score of 6.0 with no score below 6.0
- CAEL – minimum score of 60 with no score below 60
- MELAB – minimum score of 80 with no score below 80
- CLBA – no score below 8
- Duolingo – minimum score of 115
- PTE (academic) – minimum score of 73

See page 11 for other ways to meet the English Language Proficiency requirement.

Spoken Language Requirement

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

- A minimum of 26 on the speaking band of the TOEFL: iBT
- A minimum of 7.5 on the IELTS speaking band.
- A minimum score of 125 on the Duolingo conversation band.

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

Applicants of Canadian Indigenous Ancestry

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

PRACTICAL NURSE

Admission Process

Applications open on October 1 of the year prior to the program's start date and remain open until the first day of classes. Admission offers for eligible applicants may continue to be issued, depending on seat availability, until the end of the first week of classes. Students must register in the program not later than the end of the first week of classes.

For programs with limited enrollment, such as the Practical Nursing Diploma, Keyano College may use academic rating scales to determine admission. Applicants who meet all admission requirements and whose overall GPA – based on required courses – meets or exceeds the annual competitive GPA will receive an offer once all necessary documents have been submitted and their GPA has been assessed.

Applicants who meet the minimum requirements but fall below the annual competitive GPA will be placed on a competitive waitlist. Offers from the waitlist may be extended based on GPA rankings and available seats. Keyano College reserves the right to determine the competitive GPA and manage the waitlist for each intake

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1: Term I (September – December)		**23**	
COMM 103	Communications for Nursing	3	C-
ENGL XXX	1st Year University English	3	C-
NURS 106	Foundation of Anatomy & Physiology	6	C-
PN 155	Nursing Foundations I: Introduction to Nursing	4	C-
PN 158	Health Assessment	4	C-
PSYCH 103	Introduction to Psychology	3	C-
**PSYCH 104 & PSYCH 105 combined may be used in lieu of PSYCH 103*			
Year 1: Term II (January – April)		**19**	
HE ED 102	Health Education: Individual Health & Wellness	3	C-
PAPHY 105	Pathophysiology for Health-Care Professions	3	C-
PHARM 130	Basic Pharmacotherapeutics	3	C-
PN 156	Nursing Foundations II: Basic Nursing	7	C-
SOCY 100	Introductory Sociology	3	C-
Year 1: Term III (May - June)		**5**	
PN 160	Nursing Practice I: Continuing Care	5	PASS
Year 2: Term I (September – December)		**23**	
PN 200	Nursing Foundations III: Medical-Surgical Nursing	9	C-
PN 202	Nursing Foundations IV: Maternity Nursing	4	C-
PN 203	Nursing Foundations V: Pediatric Nursing	3	C-
PN 205	Nursing Foundations VII: Mental Health Nursing	3	C-
PN 210 **OR** PN 211	Nursing Practice II: Acute Care Practice – Medicine OR Nursing Practice II: Acute Care Practice – Surgery	4	PASS
Year 2: Term II (January – April)		**17**	
PN 204	Nursing Foundations VI: Community Nursing	3	C-
PN 206	Nursing Foundations VIII: Transition to Graduate Nursing	3	C-
PN 209	Nursing Practice III: Comprehensive Practice	7	C-
PN 210 **OR** PN 211	Nursing Practice II: Acute Care Practice – Medicine OR Nursing Practice II: Acute Care Practice – Surgery	4	PASS

Prior Learning Assessment Recognition

Please refer to page 28 for the PN PLAR process

Progression Policy

- A minimum of C- is required to successfully pass all nursing and non-nursing courses required in the Practical Nurse program.
- In the Practical Nurse curriculum, a passing grade for all courses and an overall GPA of 1.7 is required for all students to progress from semester to semester and from 1st to 2nd year.
- Students who do not achieve a GPA of 1.7 at the end of each semester will be required to withdraw from the program for one semester. Students may then apply to return to the program – this application will be done in writing to the Chair of the Practical Nurse Program.
- If the GPA in a subsequent semester (consecutive or non consecutive) warrants a second required to withdraw notification, the student must withdraw from the program.
- Students who are unsuccessful (fail) a clinical course or who have been out of the program for a length of one year (or greater) must meet with the Chair for the Practical Nurse Program to determine their unique program progression. This progression may include (but is not limited to) auditing of previous courses or other knowledge refresher methods.
- Students who are unsuccessful (fail) a clinical course for the second time will be required to withdraw from the program.
- Unsuccessful performance in a clinical course, will result in a failing grade regardless of the withdrawal dates.

In order to protect the public interest, students who have been required to withdraw from the program, and are applying for readmission, will be required to meet with the Chair of the Practical Nurse Program, and the Associate Dean or Dean of the program.

Program Duration:

All nursing courses are valid for five years from the date of completion, whether taken at Keyano College or transferred from another institution. The entire

PRACTICAL NURSE

program must be completed within five years of the initial program start date.

Graduation Requirement:

Students who successfully complete the program of study of two years, with a minimum passing grade of C- in each course and a minimum 1.7 GPA overall program average shall be issued a diploma.

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to page 16 to 25 for a detailed list of all tuition and fees for this program

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

FOR FURTHER INFORMATION

Please contact the Chair.

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PRIMARY CARE PARAMEDIC

- CERTIFICATE

Clearwater Campus

Suspended, Not accepting applications for 2025-2026.

The one-year Primary Care Paramedic Program will prepare students to provide excellence in client care across different emergency medical services settings for this high-demand career. The program introduces foundational concepts, building in necessary skills, and solidifying the student's knowledge prior to going into practicum experiences in emergency, acute care, and community care settings. The program embeds the necessary knowledge and skills to prepare students to write the national Canadian Organization of Paramedic Regulators (COPR) Examination. Program graduates are eligible for registration with provincial regulatory bodies.

Digital Literacy is Required.

Candidates must possess knowledge of computer/technology tools to be successful in the program.
Candidates must:

- be able to communicate, research and understand information.
- know how to use computer to surf web, email.
- be able to critically evaluate and understand how technology can affect one's behavior.
- be able to create, produce content and effectively communicate using email, media, internet.

Admission Requirements
High School Diploma, or equivalent:

- English 30-1 with a minimum of 65% **OR** English 30-2 with a minimum of 70%
- Biology 30 with a minimum of 60%
- Math 20-1 with a minimum of 60% **OR** Math 20-2 with a minimum of 65% **OR** Math 30-1, 30-2 or Math 31 with a minimum of 60%.
- Proof of completion of an Emergency Medical Responder (EMR) certificate program OR Medical First Responder (MFR) certificate with Chair approval.
- 18 Years of age - Students must turn 18 years of age by the first day of classes (A copy of a government-issued ID must be submitted).
- Proof of current Class 5 Alberta driver's license.
- Class 4 driver's license prior to completion of program.

Mature Students
Mature students (students who are 21 years or older by the first day of classes) may be admitted by:

- English 30-1 with a minimum of 65% **OR** English 30-2 with a minimum of 70%
- Biology 30 with a minimum of 60%
- Math 20-1 with a minimum of 60% **OR**
- Math 20-2 with a minimum of 65% **OR** Math 30-1, 30-2 or Math 31 with a minimum of 60%
- Proof of completion of an Emergency Medical Responder (EMR) certificate program OR Medical First Responder (MFR) certificate with Chair approval.
- 18 Years of age - Students must turn 18 years of age by the first day of classes. (A copy of a government-issued ID must be submitted).
- Proof of current Class 5 Alberta driver's license
- Class 4 driver's license prior to completion of program

Applications for this program will close on the first day of class. Offers of admission for eligible applicants may continue based on available seats until the end of the first week of classes. Students will be required to register in the program on or before the end of the first week of classes.

English Language Proficiency

- TOEFL: iBT – minimum score of 84 with no score below 21
- IELTS – minimum score of 6.0 no score below 6.0
- Duolingo – minimum score of 115
- PTE (academic) – minimum score of 65
- CAEL – minimum score of 60 no score below 60
- MELAB – minimum score of 80 no score below 80
- CLBA – no score below 8
- Completing a recognized post-secondary degree or diploma program in Canada. The program must have involved at least two years of fulltime, consecutive academic study in English

See page 11 for other ways to meet the English Language Proficiency requirement.

Spoken Language Proficiency

- Proof of six or more years of full-time education in English, including your Grade 12 year at a Canadian school or an approved school outside of Canada
- A minimum score of 26 on the speaking band of the TOEFL:iBT
- A minimum score of 7.5 on the IELTS speaking band
- A minimum of 50 on the University of Alberta's Speaking Test
- A minimum of 125 on the conversation band of Duolingo

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

PRIMARY CARE PARAMEDIC

Practicum Requirements
Due to limited practicum placements for the paramedicine programs provincially, the practicum component of the program may go beyond typical program expected end dates. Successful candidates will be informed of the allocation of their practicum placement by the Practicum Placement Coordinator. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given regarding assigning practicum placements. Students will be responsible for fees associated with practicum such as entrance requirements, relocation, and travel costs.

In compliance with the practicum agreements with our placement partners, successful candidates will be requested to provide proof of the following requirements:

- Current Heart & Stroke Foundation BLS Provider course (will be provided in PCP 103, students who already have this certification, can recertify at this time to prevent expiry during practicum placement)
- APDOC (will be provided in PCP 103)
- Updated immunization record
- N95 Respiratory Mask fitting
- Security clearance- Police Information Check including Vulnerable Sector Check
- AHS Orientation Modules
- WHMIS
- ITLS Basic (will be provided in PCP 107, students who already have this certification, can recertify at this time to prevent expiry during practicum placement)

Admission Process
Please see Application Procedures on pages 7 to 8.

Graduation Requirements
A minimum final grade of B in each theory course (PCP 100, PCP 102, PCP 104, PCP 105, PCP 106), a minimum final grade of B+ in each foundational skills course (PCP 101, PCP 103, PCP 107), and a PASS in each practicum course (PCP 108, PCP 109).

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

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Term 1		**16**	
PCP 101	Health Assessment for the Prehospital Care Professional	4	B+
PCP 102	Introductory Anatomy and Physiology	3	B
PCP 103	PCP Integrated Theory I	6	B+
PCP 105	Pathophysiology	3	B
Term 2		**15**	
PCP 100	Professional Practice for Prehospital Care	3	B
PCP 104	Introduction to Paramedic Wellness	3	B
PCP 106	Pharmacology	3	B
PCP 107	PCP Integrated Theory II	6	B+
Term 3		**7**	
PCP 108	Acute Care practicum	1	PASS
PCP 109	Ambulance Practicum	6	PASS

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION
Please contact the Chair.

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

PRIMARY CARE PARAMEDIC

- CERTIFICATE

Clearwater Campus

Suspended, Not accepting applications for 2025-2026.

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

Admission Requirements

- Minimum age of 18 years at start of program by first day of classes.
- High School Diploma or grade 12 equivalent or GED.
- Proof of completion of an Emergency Medical Responder (EMR) certification from an approved training institution.

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

Applications for this program will close on the first day of class. Offers of admission for eligible applicants may continue based on available seats until the end of the first week of classes. Students will be required to register in the program on or before the end of the first week of classes.

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 7.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 115
- PTE (academic) – minimum score of 65

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Admission Process

Please see Application Procedures on pages 7 to 8.

Graduation Requirements

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

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

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
		15	
PCP 400	Integrated Theory	6	B
PCP 406	Recreation Program – Fitness	1	PASS
PCP 407	Practical Course	3	B
PCP 408	Ambulance Practicum	4	PASS
PCP 409	Hospital Practicum	1	PASS

Course Descriptions

Please refer to pages 146 to 222 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

ApplyAlberta.ca
Office of the Registrar
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keyano.ca

SOCIAL WORK

- DIPLOMA

Clearwater Campus

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

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

Admission Requirements
High School Diploma, or equivalent:

- English 30-1 with a minimum of 60%

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

- English 30-1 with a minimum of 60%

Admission Requirements

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

English Language Proficiency

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 85
- Duolingo – minimum score of 100
- PTE (academic) – minimum score of 58

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Selection Procedures
Students are advised to submit completed applications prior to May 1 of each intake year as pre-entry interviews will commence mid-May. The application deadline is May 1st.

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

Applications received after the deadline will be considered if capacity permits

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

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

Admission Process
Please see Application Procedures on pages 7 to 8.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1: Term I (September – December)		**15**	
ENGL 104	Introduction to Critical Analysis or 3 credits approved English	3	D
PSYCH 104	Basic Psychological Processes or 3 credits approved Psychology	3	D
SOWK 110	Introduction to Human Services and Basic Counselling	3	D
SOWK 130	Addictions and Mental Health	3	D
SOWK 201	Introduction to Social Welfare and Social Work	3	D
Year 1: Term II (January – April)		**15**	
ENGL 125	Aboriginal Writings	3	D
PSYCH 105	Individual and Social Behaviour or 3 credits approved Psychology	3	D
SOWK 120	Rural and Northern Practice	3	D
SOWK 125	Social Work Practice from an Anti-Oppressive Perspective	3	D
SOWK 220	Practice with Families	3	D
Year 1: Term III (May – June)		**6**	
SOWK 155	Practicum I	6	PASS

Year 2: Term I (September – December)		**15**	
PSYCH 223	Development Psychology or 3 credits approved Psychology	3	D
SOCY 100	Introduction to Sociology or 3 credits approved Sociology	3	D
SOWK 210	Social Policy	3	D
NATST 201	A Canadian Indigenous Perspective to Helping or 3 credits approved Native Studies	3	D
SOWK 230	Community Development	3	D
Year 2: Term II (January – April)		**15**	
SOWK 225	Social Work in Organizations	3	D
POLSC 101	Introduction to Government and Politics or 3 credits approved Political Science	3	D
SOWK 235	Social Work with Groups	3	D
SOWK 255	Practicum II	6	PASS

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to page 16 to 25 for a detailed list of all tuition and fees for this program.

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

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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APPRENTICESHIP

What are the responsibilities of the apprentice?
The apprentice is responsible for:

- Completing the required on-the-job training as assigned by the employer AND, at the end of each period of apprenticeship,
- Reviewing with his or her supervisor:
- The hours worked;
- The on-the-job training completed;
- Ensuring that his or her record book is updated at the end of each period, and forwarded to the nearest Alberta Learning Career Services Centre;
- Attending the required formal instruction;
- Making arrangements to meet personal financial needs while attending formal instruction; acquiring the text books and supplies required for formal instruction;
- Successfully completing the requirements of the formal instruction;
- Completing the required examinations;
- Advising the school:
  - if he or she becomes unemployed or employed by another person so that the contract of apprenticeship can be transferred;
  - if there is a change in address or employment;
- Carrying his or her apprentice identification card at all times while at work and producing it on request; AND,
- Registration for classes at the institution of his/her choice.

Where does apprenticeship formal instruction take place?
Formal instruction is delivered at a variety of post-secondary institutions and training establishments, depending on the trade:

- Technical institutes
- Colleges
- Vocational colleges
- Private trade schools
- Industry training centres.

How does an apprentice obtain an Alberta Journeyperson Certificate?
An Alberta Journeyperson Certificate is granted to an apprentice who:

- Completes the required hours of on-the-job training and receives a satisfactory report from the supervisor;
- Successfully completes the formal instruction;
- Passes all required examinations; and,
- Has forwarded his or her record book to the Career Development Centre, Alberta Learning, for completion.

When an apprentice receives an Alberta Journeyperson Certificate, the new Journeyperson can use the term “certified” with the name of the trade. This title lets employers and consumers know that a standard of quality or skill, established by industry, has been attained. Journeyperson wages should now be paid.

Where can the Journeyperson work?

The Alberta Journeyperson Certificate is valid in the province of Alberta and may be recognized in other provinces. If the journeyperson holds a certificate in one of the Interprovincial Standards (Red Seal) trades and is interested in working in another province, the journeyperson can write an Interprovincial Standards Program (Red Seal) exam. Journeymen who carry an Interprovincial Standards Program Red Seal on their provincial certificate would not have to write any further examinations to qualify for certification in any other province in Canada.

How to become a Registered Apprentice?

Entrance Requirements
Currently, to enter an apprenticeship you must have the educational qualifications required for the trade to which you apply. It is to your advantage to obtain as much education as possible. The further you go in school the better your chances will be to get an apprenticeship and succeed in your training. In trades where a minimum level of education is required, you must present a transcript of your school marks when you apply for apprenticeship. If you cannot obtain a school transcript, you will be required to write an approved entrance exam. In certain trades, all applicants must write an entrance exam.

Perhaps the most difficult entrance requirement to meet is finding suitable employment with an employer who is a Journeyperson or employs a Journeyperson in the trade of your choice. To apply for an apprentice position, you should go in person to firms that work in the trade you have selected. You may have to apply to several firms before you find an employer who has a position for an apprentice.

Application Procedures
Once you’re employed, apprenticeship forms must be signed by both you and your employer. Application forms are available online. If you think you have related work experience and/or training that could be credited toward your apprenticeship, discuss it with your employer and request credit on the application form. Once your application for apprenticeship is approved and your school transcripts or entrance exam marks are recorded, final approval is given, and contracts are drawn up.

Contracts
A contract is signed by the apprentice and the employer. Before signing the contract, you should read it carefully to know your ligations and responsibilities and those of your employer. Once signed, the contract is registered with the Apprenticeship and Industry Training Division. An identification card, course outline booklet and an apprentice record book are issued to you. At this point your apprenticeship training begins.

APPRENTICESHIP

How to register for technical training?
Full tuition and fees are due and payable upon registering for technical training at the Keyano College Office of the Registrar. See page 16 for details.

Program Dates
Please contact the SCHOOL OF TRADES & TECHNOLOGY at 780-791-4881 or the Office of the Registrar at 780-791-4801 or see tradesecrets.alberta.ca for the Apprenticeship training schedule.

Refund Policy
Please refer to page 16 for full details.

GUIDE TO TRADES APPRENTICESHIP

Trades	Length (Years/Period)	Training (Weeks/Period)	Minimum Education	Compulsory or Optional Certification
Carpenter	4	8-8-8-8	REFER TO AIT'S WEBSITE FOR EACH SPECIFIC TRADES REQUIREMENTS. tradesecrets.alberta.ca	O
Crane & Hoist Equipment Operator-Boom Truck	1	6		C
Crane & Hoist Equipment Operator-Mobile Crane	3	6-6		C
Crane & Hoist Equipment Operator-Tower Crane	2	6		C
Electrician	4	8-8-8-12		C
Heavy Equipment Technician	4	8-8-8-8		C
Millwright (Industrial Mechanic)	4	8-8-8-8		O
Steamfitter/Pipefitter	4	8-8-8-8		C
Welder	3	8-8-8		C

NOTE: *See a consultant at Alberta Learning Apprenticeship and Industry Training for trades not listed on this page, and for updated minimum education requirements.*

Training

When the formal apprenticeship is arranged, the training program becomes available. Experience is gained and trades skills developed in various phases of the trade under the guidance of qualified journeypersons.

Apprentices under contract are required and privileged to attend technical training programs designed for their particular trade. These are short programs of four to twelve weeks in each year of apprenticeship. Training is also intended to instill respect for the trade by emphasizing quality of workmanship.

Attendance and Punctuality

Technical apprenticeship training is considered an extension of the workplace in terms of attendance and punctuality. It is expected that students will manage their time in accordance with the published program schedule and will attend all classes every day.

Policy

- Instructors will inform the class on intake day of the program schedule and the expectations regarding attendance and punctuality. Instructors must maintain accurate daily attendance records.
- Instructors will submit weekly attendance sheets to the SCHOOL OF TRADES & TECHNOLOGY office each Friday.

Procedure

Students not in the classroom when class commences will be required to obtain a late slip from an Administrative Assistant in the main office of their campus. The late slip must be presented to the instructor to gain admittance to the class.

- Students must report unavoidable absences from class to their instructor at the earliest opportunity. It is expected that personal appointments will be made after scheduled class hours.
- If a student is absent for any amount of time, the instructor will complete a "special report" identifying the concern. This report will be submitted to the Program Chair and the Apprenticeship & Industry Training office.
- Following three days' absence or four lates, the student will be considered terminated from the program. Re-admittance to class will only be permitted upon receipt of written recommendation from the Trade Qualification Inspector, Apprenticeship and Industry Training.

Minimum Requirements to Pass Technical Training
To be endorsed by the Executive Director as having successfully completed a period of technical training in an apprenticeship program, an apprentice must receive from a training provider a cumulative weighted average mark of 65% or higher in the theory component and each practical component.

- The apprentice's mark for the theory component is calculated by applying the weighting identified in the trade's course outline to the mark reported for each section of the course and adding the results together to determine the cumulative weighted average.
- The apprentice's mark for each practical component is calculated by applying the Board-approved weighting to the mark reported for each section and adding the results together to determine the cumulative weighted average.

In addition to achieving a cumulative average mark of 65% or higher on the theory component and on each practical component, an apprentice must also score 50% or higher on every section of the theory and practical components for that period of technical training.

Review
Training providers are responsible for all marks reported to the Government of Alberta. The Executive Director will not adjust marks if the apprentice has not received the minimum pass mark from the training provider.

Passing Marks
This policy requires the apprentice to achieve a cumulative weighted average mark of at least 65% in the theory component and a cumulative weighted average mark of at least 65% in each practical component for that period of technical training in order to be deemed successful by the Executive Director.

There is also an additional requirement that the apprentice achieve at least 50% in every section of both the theory and practical components of technical training. This is intended to ensure apprentices who progress have at least the minimum acceptable level of understanding across all competencies covered in the training.

Review
Training providers and their instructors are in the best position to assess the knowledge and skills of their students. Any request for a review of an apprentice's marks must be submitted to the training provider by the apprentice. The training provider has the authority to determine how it will approach requests for review.

The Executive Director can accept new marks reported by the training provider. The Executive Director cannot overrule the training provider's decision regarding a requested review.

Credits
In the past, Apprenticeship and Industry Training had the option to assign an apprentice a credit (i.e., permission to progress to the next period of technical training) without meeting the minimum standard of achievement. This policy eliminates the practice of awarding credit. In order to progress, an apprentice must meet the minimum requirement to pass technical training described in this policy, as reported by the training provider.

Certification
A journeyperson certificate is issued to an apprentice who:

- Has completed the term of apprenticeship (four years
- in most trades).
- Receives a satisfactory report from his/her employer.
- Receives a satisfactory report from the school at which the apprentice attended the technical training.
- Successfully completes the test and examinations prescribed by Alberta Innovation and Advanced Education.

Transfer
Where the terms of the contract of apprenticeship cannot be fulfilled, the Director or his/her designate may, if circumstances warrant, arrange for an apprentice to be transferred to another employer.

ELECTRICIAN

Clearwater Campus

Electricians install, alter, repair and maintain electrical systems designed to provide heat, light, power, control, signal or fire alarms for all types of buildings, structures and premises.

In general, but not limited to, electricians:

- Read and interpret electrical, mechanical and architectural drawings, specifications, and applicable codes to determine wiring layouts
- Cut, thread, bend, assemble and install conduits and other types of electrical conductor enclosures and fittings
- Pull wire through conduits and holes in walls and floors
- Position, maintain and install distribution and control equipment such as switches, relays, circuit breaker panels and fuse enclosures
- Install, replace, maintain and repair electrical systems and related electrical equipment
- Install data cabling
- Splice, join and connect wire to form circuits
- Test circuits to ensure integrity and safety
- Install and maintain fibre optic systems and
- Install, replace, maintain and repair electrical generation sources and related equipment

Some electricians specialize in specific types of installations:

- Residential (housing developments)
- Commercial (office buildings)
- Institutional (hospitals)
- Industrial (plants, factories)

FOR FURTHER INFORMATION

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HEAVY EQUIPMENT TECHNICIAN

Suncor Energy Industrial Campus

Heavy equipment technicians maintain, repair, and overhaul heavy vehicles and industrial equipment.

Maintenance and repair of vehicles and equipment may include:

- Internal combustion engines and components, both stationary and mobile
- Tracked equipment, commonly called crawler tractors
- Ground engaging equipment and components
- Earth moving equipment
- Rubber tired equipment, commonly called tractors
- On-highway and off-highway motor vehicles, commonly called trucks
- Towed on-highway and off-highway vehicles, commonly called trailers

In general, heavy equipment technicians:

- Interpret work orders and technical manuals
- Keep equipment cleaned, lubricated and maintained
- Diagnose faults or malfunctions
- Adjust equipment and repair or replace defective parts, components or systems
- Test repaired equipment for proper performance and ensure that the work done meets manufacturers' specifications and legislated regulations
- Write service reports

FOR FURTHER INFORMATION

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INDUSTRIAL MECHANIC (MILLWRIGHT)

Clearwater Campus

Industrial Mechanics install, maintain, repair and troubleshoot stationary industrial machinery and mechanical equipment in sites such as factories, production plants and recreational facilities.

On a typical job Industrial Mechanics:

- Read diagrams and schematic drawings and service manuals to determine work procedures
- Operate rigging equipment and dollies to place heavy machinery and parts
- Fit bearings, align gears and shafts, attach motors, and connect couplings and belts to precise tolerances
- Align and test equipment, and make any necessary adjustments
- Perform predictive and operational procedures
- Repair or replace defective parts
- Service and repair hydraulic and pneumatic systems
- May do some tack welding (a weld that is adequate in size to temporarily hold components in place until it can be completely welded by a registered apprentice welder or a Journeyperson welder) and fabrication as well as maintain an inventory of replacement parts

FOR FURTHER INFORMATION

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STEAMFITTER/PIPEFITTER

Clearwater Campus

Steamfitter/Pipefitter lay out, assemble, fabricate, maintain and repair piping systems which carry water, steam, chemicals or fuel used in heating, cooling, lubricating and other processes.

To install a typical piping system in a commercial building or industrial plant, Steamfitter/Pipefitter:

- Study blueprints, drawings and specifications to determine the type of pipe and tools to use, and lay out the sequence of tasks
- Sometimes make detailed sketches for pipe and equipment fabrication and installation, as required
- Measure, cut, thread, groove, bend, assemble and install metal, plastic and fibreglass pipes, valves and fittings
- Join pipe sections, related equipment and secure in position
- Use testing equipment to check systems for leaks Steamfitter/Pipefitter also remove and replace worn components, do general maintenance work and may work on plant shut-downs.

FOR FURTHER INFORMATION

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WELDER

Clearwater Campus

Welders join or sever metals in beams, girders, vessels, piping and other metal components, make metal parts used in construction and manufacturing plants, and weld parts, tools, machines and equipment.

Welding usually involves applying heat to metal pieces to melt and fuse them together. In electric arc welding, heat is created as an electric current flows through an arc between the tip of the welding electrode and the metal. In gas welding, such as oxy-acetylene welding, the flame from the combustion of burning gases melts the metal. In both arc and gas welding, filler materials are melted and added to fill the joint and make it stronger. In resistance welding, the metal piece itself is melted as current flows through it, and no filler is added.

Welders use different welding processes and fillers depending upon the type of metal, its size and shape, and requirements for finished product strength. For a typical welding project, they:

- Develop patterns for projects or follow directions given in layouts, blueprints and work orders,
- Clean, check for defects and shape component parts, sometimes using a cutting torch, and
- Weld parts together.

Welders may also build up worn parts by welding layers of high-strength hard-metal alloys onto them.

FOR FURTHER INFORMATION

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POWER AND PROCESS TECHNOLOGIES

- DIPLOMA

Clearwater Campus

The Power & Process Technologies Diploma program at Keyano College prepares students for sustainable employment in the oil and gas industry, including preparedness for further education. In addition to fulfilling the theoretical and experiential competency requirements for 4th Class Power Engineering certification, the program focuses on the essential knowledge and skills required for process engineering and sustainable emerging technologies. Program graduates will be prepared for careers as 4th Class Power Engineers, including but not limited to Power and Process Operators, Process Engineers, Oil & Gas plant operator, Bitumen production supervisor/operator, Process Technician, Refinery operator/supervisor/engineer and Power Plant operator as well as be prepared to pursue advanced career pathways.

Admission Requirements

High School Diploma with:

- English 30-1 with a minimum of 65% **OR** English 30-2 with a minimum of 75%
- Math 30-1 with a minimum of 65% **OR** Math 30-2 with a minimum of 75%
- Physics 20 with a minimum of 65%

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

- Completion of the above English, Math, and Physics courses (with the grades specified)
- A high school diploma is recommended.

English Language Proficiency

- TOEFL: iBT – minimum score of 80 with no score below 20
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 95
- PTE (academic) – minimum score of 50

Spoken Language Proficiency

In addition to demonstrating English Language Proficiency, applicants whose first language is not English must also present Spoken Language Proficiency. Applicants who have six or more years of full-time education (including grade 12 year or higher) in a Canadian school where the language of instruction was English, meet this requirement. If applicants do not present these years of English education, they can meet this requirement by presenting one of the following:

- A minimum of 26 on the speaking band of the TOEFL: iBT
- A minimum of 7.0 on the IELTS speaking band and 6.5 on overall band
- A minimum of 125 on the Duolingo conversation band

Canadian Indigenous Applicants

Two positions per year are made available in the Power & Process Technologies program for qualified Canadian Indigenous applicants. If qualified Canadian Indigenous applicants are not admitted by May 30, the positions may be filled with students of non-Indigenous ancestry.

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

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Year 1: Term I		**16**	
PPHET 100	Applied Mathematics for Engineering	2	65%
PPHET 101	Applied Science	4	65%
PPHET 102	Plant Services	4	65%
PPHET 104	Communications for Engineering & Technology	3	65%
PPHET 120	Power Lab Week 1	3	PASS
Year 1: Term II		**16**	
PPHET 103	Steam Generation	4	65%
PPHET 105	Engineering Calculations & Statistics	3	65%
PPHET 106	Material Science & Petroleum Chemistry	3	65%
PPHET 121	Power Lab Week 2	3	PASS
PPHET 122	Power Lab Week 3	3	PASS
Year 2: Term I		**19**	
PPHET 200	Environmental Engineering & Management I	3	65%
PPHET 202	Process Flow Diagrams	3	65%
PPHET 204	Play Auxiliary Systems	4	65%
PPHET 220	Process Computer Simulation Lab	3	65%
PPHET 223	Power Lab Week 4	3	PASS
PPHET 224	Power Lab Week 5	3	PASS
Year 2: Term II		**15**	
PPHET 205	Emerging Technologies	3	65%
PPHET 206	Advanced Petroleum Geology	3	65%
PPHET 207	Environmental Engineering & Management II	3	65%
PPHET 208	Autonomous Technology & Petroleum Well Design	3	65%
PPHET 221	Process Operations Lab	3	PASS
Year 2: Term III (Optional)		**5**	
PPHET 222	Applied Research Capstone	5	PASS

POWER AND PROCESS TECHNOLOGIES

Graduation Requirements
Students who successfully complete the program of study of two years, with a passing grade in each course and a minimum 1.7 GPA overall program average or better shall be issued a diploma.

Students will be eligible, and have the option to write the 4th Class ABSA certification exams upon successful completion of all 4th class power engineering courses and 200 hrs in the Power Lab.

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION & TO APPLY

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POWER ENGINEERING: 4th CLASS

- CERTIFICATE

Clearwater Campus

The program is delivered through iLearn (Moodle) which is a computer managed, self-paced course that is done at your convenience. The program provides access to a comprehensive question bank designed to highlight subjects in the Alberta Boiler's Branch syllabi.

As students' study through the Power Engineering book and workbook, they test their knowledge by completing chapter quizzes, S test and E-exams online. All e-exams are supervised exams that must be done at a certified testing facility.

The online program offers evening tutorial assistance by qualified Instructors on an appointment basis every Tuesday and Thursday in the Bob Lamb Building.

Admission Requirements
It is strongly recommended that students have:

- Math 20-1 **OR** 20-2
- Physics 20 **OR** Science 20
- English 20

Program Dates
Programs start on the 1st of every month. Students will have 6 months from the start of the program to complete Part A and 6 months to complete Part B theory.

This program is open to any individual interested in pursuing a career in the power engineering field. No previous experience is necessary. Upon successful completion students are eligible to write the Alberta Boiler Safety Association Interprovincial 4th class examinations.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
PART A		**8**	
PELM 4100	Applied Science	4	65%
PELM 4200	Plant Services	4	65%
PART B		**8**	
PELM 4300	Steam Generation	4	65%
PELM 4400	Prime Movers and Auxiliaries	4	65%

Student Evaluation and Graduation Requirements
Students will be evaluated using online quizzes for each chapter/module as well as supervised tests and examinations. Students must attain a minimum of 65% in each course to be eligible for program certification and to write the ABSA exams.

Fees
Please see page 20 for the fee policy governing Power Engineering: CML programs. One (1) three-month extension may be obtained for a fee of $150 for each Part A and Part B.

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

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POWER ENGINEERING: 3RD CLASS

- CERTIFICATE

Clearwater Campus

The program is delivered through iLearn (Moodle) which is a computer managed, self-paced course that is done at your convenience. The program provides access to a comprehensive question bank designed to highlight subjects in the Alberta Boiler's Branch syllabi.

As students' study through the Power Engineering book and workbook, they test their knowledge by completing chapter quizzes, S test and E-exams online. All e-exams are supervised exams that must be done at a certified testing facility.

The online program offers evening tutorial assistance by qualified instructors on an appointment basis every Tuesday and Thursday in the Bob Lamb Building.

Program Dates
Programs start on the 1st of every month. Students will have 6 months from the start of the program to complete Part A and 6 months to complete Part B theory.

THIRD CLASS POWER ENGINEERING

This program is open to any individual with an Alberta Fourth Class Power Engineering Certificate. Upon successful completion students are eligible to write the Alberta Boiler Safety Association Interprovincial Third Class examination.

ABSA will credit students who successfully complete Keyano College's theory portion of the 3rd Class Part A&B with six months of steam time.

Admission Requirements
ABSA Fourth Class Power Engineering Certificate

Program of Study

COURSE	COURSE TITLE	CREDITS
PART A		**8**
PELM 3100	Applied Science	4
PELM 3200	Plant Services	4
PART B		**8**
PELM 3300	Steam Generation	4
PELM 3400	Prime Movers and Auxiliaries	4

Student Evaluation and Graduation Requirements
Students will be evaluated using online quizzes for each chapter/module as well as supervised tests and examinations. Students must attain a minimum of 65% in each course to be eligible for program certification and to write the ABSA exams.

Fees
Please see page 20 for the fee policy governing Power Engineering: CML programs. One (1) three-month extension may be obtained for a fee of $150 for each Part A and Part B.

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

FOR FURTHER INFORMATION & TO APPLY

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

POWER ENGINEERING: 4TH CLASS COMPREHENSIVE

- CERTIFICATE

Clearwater Campus

Power Engineers operate, maintain, and manage industrial plants that use equipment such as boilers and refrigeration units. Keyano College's Power Engineering Programs address the critical shortage of Power Engineers in northern Alberta. Keyano College offers a 21-week 4th Class Power Engineering Comprehensive Certificate program for those looking to gain their 4th Class Power Engineering Certificate. Upon successful completion of required 4th Class ABSA examinations, Learners will receive their full 4th Class Power Engineering certificate from ABSA, in addition to receiving a certificate of completion from Keyano College. This program involves learners to achieve their required 4th Class steam time through Keyano College's Power and Process lab.

Admission Requirements
High School Diploma with:

- English 20-1 **OR** English 20- 2
- Math 20-1 **OR** Math 20-2
- Physics 20 **OR** Science 20 (Alberta course only)

OR

- G.E.D. with pass mark on all 5 tests.

English Language Proficiency

- TOEFL: iBT – minimum score of 80 with no score below 20
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 95
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Application Process
Please see Application Procedures on pages 7 to 8.

Attendance and Punctuality
Technical training is considered an extension of the workplace in terms of attendance and punctuality. Attendance is crucial to be successful in acquiring a work practicum.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Term I		**16**	
PECO 4100	Applied Science	4	65%
PECO 4200	Plant Services	4	65%
PECO 4300	Steam Generation	4	65%
PECO 4400	Prime Movers and Auxiliaries	4	65%
Term II		**12**	
PECOM4500	200-Hour Power Lab	12	PASS

This program will be offered in a blended delivery model. PECO 4100, 4200, 4300 and 4400 will be offered through a virtual classroom and/or in an on-campus classroom environment. The 200-hour Power Lab component will be offered face-to-face at Keyano College's Clearwater Campus.

Graduation Requirements
Pass mark of 65% in each course is required to be eligible for program certification and to write ABSA exams. Work terms are graded pass/fail.

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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Keyano College
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780-791-4801 or 1-800-251-1408
keyano.ca

POWER ENGINEERING: 4TH CLASS CO-OP

- CERTIFICATE

Clearwater Campus

Not accepting applications for 2025-2026.

Power engineers operate, maintain, and manage industrial plants that use equipment such as boilers and refrigeration units. Keyano College's Power Engineering Co-op Programs addresses the critical shortage of power engineers in northern Alberta.

Local and regional industry partners have supported the program since 1996. Current partners make up a Steering Committee which participates in student selection, work practicum mentorship, evaluation, and program assessment. These employers gain access to a trained and skilled pool of qualified 4th and 3rd class power engineers while students gain tremendous opportunities to showcase their technical and employability skills to potential employers.

The work practicum may be outside of the Wood Buffalo region. All efforts will be made to assist students to obtain a work placement. These placements are based upon student academic achievement, Alberta Boiler Safety Association industry certification and industry host requirements, policies, and regulations. Industry partners short list student applicants conduct all interviews and select which students receive work term offers, therefore Keyano College cannot guarantee co-op placements.

Admission Requirements
High School Diploma with:

- English 20-1 **OR** English 20- 2
- Math 20-1 **OR** Math 20-2
- Physics 20 **OR** Science 20 (Alberta course only)

OR

- G.E.D. with pass mark on all 5 tests.

Pre-Practicum Requirement
Please note that a valid driver's license is required for work practicum as it is a job requirement of local industry.

English Language Proficiency

- TOEFL: iBT – minimum score of 80 with no score below 20
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 95
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Application Process
Please see Application Procedures on pages 7 to 8.

Attendance and Punctuality
Technical training is considered an extension of the workplace in terms of attendance and punctuality. Attendance is crucial to be successful in acquiring a work practicum.

Program of Study

COURSE	COURSE TITLE	CREDITS
Term I		**16**
PECO 4100	Applied Science	4
PECO 4200	Plant Services	4
PECO 4300	Steam Generation	4
PECO 4400	Prime Movers and Auxiliaries	4
Term II (6 months)		**12**
PECO 4500	Work Experience*	12

**Students without confirmed co-op work terms two weeks after the classroom course end date will not be enrolled in PECO 4500.*

**Students who successfully complete a steam lab (4th class certificate only) or 6 months of ABSA recognized steam time, may apply for Advanced Credit for PECO 4500.*

NOTE: Students must successfully graduate from 4th Class Power Engineering Co-op certificate to apply and be eligible to continue into the 3rd Class Power Engineering Co-op certificate.

Graduation Requirements
Pass mark of 65% in each course is required to be eligible for program certification and to write ABSA exams. Work terms are graded pass/fail.

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to page 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION
Please contact the Chair.

TO APPLY
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Keyano College
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780-791-4801 or 1-800-251-1408
keyano.ca

POWER ENGINEERING: 3RD CLASS CO-OP

- CERTIFICATE

Clearwater Campus

Power Engineers operate, maintain and manage industrial plants that use equipment such as boilers and refrigeration units. Keyano College's Power Engineering Co-op Programs addresses the critical shortage of power engineers in northern Alberta.

Local and regional industry partners have supported the program since 1996. Current partners make up a Steering Committee which participates in student selection, work practicum mentorship, evaluation, and program assessment. These employers gain access to a trained and skilled pool of qualified 4th and 3rd class power engineers while students gain tremendous opportunities to showcase their technical and employability skills to potential employers.

The work practicum may be outside of the Wood Buffalo region. All efforts will be made to assist students to obtain a work placement. These placements are based upon student academic achievement, Alberta Boiler Safety Association industry certification and industry host requirements, policies and regulations. Industry partners short list student applicants, conduct all interviews and select which students receive work term offers, therefore Keyano College cannot guarantee co-op placements.

Admission Requirements

- Successful completion of 4th Class Part A & B theory courses from a recognized post-secondary institution.
- Proof of successful completion of a recognized post-secondary institution 200-hour Power Lab course.

English Language Proficiency

- TOEFL: iBT – minimum score of 80 with no score below 20
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80
- Duolingo – minimum score of 95
- PTE (academic) – minimum score of 50

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Admission Process

Please see Application Procedures on pages 7 to 8.

Pre-Practicum Requirement

Please note that a valid driver's license is required for work practicum as it is a job requirement of local industry.

Attendance and Punctuality

Technical training is considered an extension of the workplace in terms of attendance and punctuality. Attendance is crucial to be successful in acquiring a work practicum.

Program of Study

COURSE	COURSE TITLE	CREDITS	Minimum Passing Grade
Certificate: Term I		**16**	
PECO 3100	Applied Science	4	65%
PECO 3200	Plant Services	4	65%
PECO 3300	Steam Generation	4	65%
PECO 3400	Prime Movers and Auxiliaries	4	65%
Term II (6 months)		**12**	
PECO 3500	Work Experience*	12	PASS

**Students without confirmed co-op work terms two weeks after the classroom course end date will not be enrolled in PECO 3500.*

**Students who successfully complete 6 months of ABSA recognized steam time, may apply for Advanced Credit for PECO 3500.*

Graduation Requirements

Pass mark of 65% in each course is required to be eligible for program certification and to write ABSA exams. Work terms are graded pass/fail.

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Please contact the Chair.

Work Integrated Learning Coordinators
WIL@keyano.ca

TO APPLY

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

PRE-EMPLOYMENT CARPENTRY

- CERTIFICATE

Clearwater Campus

The Carpentry – Pre-Employment program will give you the skills needed to succeed in an entry level position, leading to a career as a Carpenter. This program will provide you with a solid academic foundation and refresher in the areas of trades related science, mathematics, report writing and employability skills. This program also provides technical training.

Completing this program will equip you with the technical knowledge and skills of a first year Carpentry apprentice. Upon graduation you will be able to:

- Comply with applicable safety regulations and concepts
- Develop a professional resume and cover letter to showcase yourself to potential employers
- Use key sets necessary to succeed in multiple interview formats used by employers

Upon successful completion of all required courses in the program, students will have the option to pursue a minimum 135-hour work placement with regional employers.

Students who choose to participate in the optional work-placement must complete the placement with 1-year of completion of the theory portion of the program. Work-placement opportunities are not guaranteed and are dependent upon capacity of employers to provide such opportunities.

Admission Requirements

- English 10-2
- Math 10-3
  OR
- A pass mark on all five Canadian General Educational Development (GED) tests
  OR
- Successful score on the AIT Entrance Exam

English Language Proficiency

- TOEFL: iBT – minimum score of 71 with no score below 17
- IELTS – minimum score of 5.5
- CAEL – minimum score of 60
- MELAB – minimum score of 60
- CLBA – minimum score of 7
- Duolingo – minimum score of 80
- PTE (academic) – minimum score of 42

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Program of Study

COURSE	COURSE TITLE	CREDITS
Pre-Employment Carpentry		**24**
PCARP 110	Safety and Building Materials	2
PCARP 120	Tools	5
PCARP 130	Site Preparation, Building Layout, Foundations and Floor Frame Systems and Foundation	5
PCARP 140	Residential Estimating and Drawing Interpretation	4
PEMP 100	Employment Skills	2
PEMP 101	Trades Mathematics	2
PEMP 102	Trades Science	2
PEMP 103	Technical Communication	2
OPTIONAL		
PEMP 200	Pre-Employment Work Placement	3

Graduation Requirements
Pass mark of at least 65% in each course.

Attendance and Punctuality
Technical training is considered an extension of the workplace. Students of this program will follow industry standards established for apprenticeship technical training regarding attendance and punctuality. Students terminated from the program for reasons of attendance and/or punctuality may be readmitted only by permission of the Dean, School of Trades & Technology Division.

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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keyano.ca

PRE-EMPLOYMENT ELECTRICIAN

- CERTIFICATE

Clearwater Campus

The Electrical – Pre-Employment program will give you the skills needed to succeed in an entry level position, leading to a career as an Electrician. This program will provide you with a solid academic foundation and refresher in the areas of trades related science, mathematics, report writing and employability skills. This program also provides technical training.

Completing this program will equip you with the technical knowledge and skills of a first-year Electrical apprentice. Upon graduation, you will be able to:

- Comply with electrical safety regulations and concepts
- Develop a professional resume and cover letter to showcase yourself to potential employers
- Use key skill sets necessary to succeed in multiple interview formats used by employers.

Upon successful completion of all required courses in the program, you will have the option to pursue a minimum 135-hour work placement with regional employers.

Students who choose to participate in the optional work-placement must complete the placement within 1-year of completion of the theory portion of the program. Work-placement opportunities are not guaranteed and are dependent upon capacity of employers to provide such opportunities.

Graduates are eligible to continue into the Electrical – Apprenticeship program once they become an indentured apprentice.

Admission Requirements

- English 20-2
- Math 20-3
- Science 10
  OR
- A pass mark on all five Canadian General Educational Development (GED) tests
  OR
- Successful score on the AIT Entrance Exam

English Language Proficiency

- TOEFL: iBT – minimum score of 71 with no score below 17
- IELTS – minimum score of 5.5
- CAEL – minimum score of 60
- MELAB – minimum score of 60
- CLBA – minimum score of 7
- Duolingo – minimum score of 80
- PTE (academic) – minimum score of 42

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Program of Study

COURSE	COURSE TITLE	CREDITS
Pre-Employment Electrical		**24**
PELEC 110	Circuit Fundamentals	5
PELEC 120	EMF Sources	2
PELEC 130	Lab Fundamentals	4
PELEC 140	Canadian Electrical Code Part I and Drawings	4
PELEC 150	Standard and Specific Workplace Safety	1
PEMP 100	Employment Skills	2
PEMP 101	Trades Mathematics	2
PEMP 102	Trades Science	2
PEMP 103	Technical Communication	2
OPTIONAL		
PEMP 200	Pre-Employment Work Placement	

Graduation Requirements
Pass mark of at least 65% in each course.

Attendance and Punctuality
Technical training is considered an extension of the workplace. Students of this program will follow industry standards established for apprenticeship technical training regarding attendance and punctuality. Students terminated from the program for reasons of attendance and/or punctuality may be readmitted only by permission of the Dean, School of Trades & Technology Division.

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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Fort McMurray, AB T9H 2H7
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keyano.ca

PRE-EMPLOYMENT HEAVY EQUIPMENT TECHNICIAN

- CERTIFICATE

Clearwater Campus

The Heavy Equipment Technician – Pre-Employment program will give you the skills needed to succeed in an entry level position, leading to a career as a Heavy Equipment Technician. This program will provide you with a solid academic foundation and refresher in the areas of trades related science, mathematics, report writing and employability skills. This program also provides technical training.

Completing this program will equip you with the technical knowledge and skills of a first year Heavy Equipment Technician apprentice. Upon graduation, you will be able to:

- Comply with applicable safety regulations and concepts
- Develop a professional resume and cover letter to showcase yourself to potential employers
- Use key skill sets necessary to succeed in multiple interview formats used by employers.

Upon successful completion of all required courses in the program, you will have the option to pursue a minimum 135-hour work placement with regional employers.

Students who choose to participate in the optional work-placement must complete the placement within 1-year of completion of the theory portion of the program. Work-placement opportunities are not guaranteed and are dependent upon capacity of employers to provide such opportunities.

Graduates are eligible to continue into the Heavy Equipment Technician – Apprenticeship program once they become an indentured apprentice.

Admission Requirements

- English 20-2
- Math 20-3
- Science 10
  OR
- A pass mark on all five Canadian General Educational Development (GED) tests
  OR
- Successful score on the AIT Entrance Exam

English Language Proficiency

- TOEFL: iBT – minimum score of 71 with no score below 17
- IELTS – minimum score of 5.5
- CAEL – minimum score of 60
- MELAB – minimum score of 60
- CLBA – minimum score of 7
- Duolingo – minimum score of 80
- PTE (academic) – minimum score of 42

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Program of Study

COURSE	COURSE TITLE	CREDITS
Pre-Employment Heavy Equipment Technician		**23.5**
PEMP 100	Employment Skills	2
PEMP 101	Trades Mathematics	2
PEMP 102	Trades Science	2
PEMP 103	Technical Communication	2
PHET 110	Workplace Safety, Materials & Tools	2.5
PHET 120	Suspension, Wheels and Systems	3.5
PHET 130	Hydraulics I & Brake Systems	3
PHET 140	Electrical I and Electronics I	3.5
PHET 150	Air Brakes	3
OPTIONAL		
PEMP 200	Pre-Employment Work Placement	3

Graduation Requirements
Pass mark of at least 65% in each course.

Attendance and Punctuality
Technical training is considered an extension of the workplace. Students of this program will follow industry standards established for apprenticeship technical training regarding attendance and punctuality. Students terminated from the program for reasons of attendance and/or punctuality may be readmitted only by permission of the Dean, School of Trades & Technology Division.

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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keyano.ca

PRE-EMPLOYMENT PIPE TRADES

- CERTIFICATE

Clearwater Campus

The Pipe Trades – Pre-Employment program will give you the skills needed to succeed in an entry level position, leading to a career as a tradesperson. This program will provide you with a solid academic foundation and refresher in the areas of trades related science, mathematics, report writing and employability skills. This program also provides technical training.

Completing this program will equip you with the technical knowledge and skills of a first year Steamfitter-Pipefitter, Gasfitter, Plumber, and Sprinkler System Installer apprentice. Upon graduation, you will be able to:

- Comply with applicable safety regulations and concepts
- Develop a professional resume and cover letter to showcase yourself to potential employers
- Use key skills set necessary to succeed in multiple interview formats used by employers.

Upon successful completion of all required courses in the program, you will have the option to pursue a minimum 135 hours work placement with regional employers.

Students who choose to participate in the optional work-placement must complete the placement within 1-year of completion of the theory portion of the program. Work-placement opportunities are not guaranteed and are dependent upon capacity of employers to provide such opportunities.

Graduates are eligible to continue into any one of the four pipe trade apprenticeship programs once they become an indentured apprentice.

Admission Requirements

- English 20-2
- Math 20-3
- Science 10
  OR
- A pass mark on all five Canadian General Educational Development (GED) tests
  OR
- Successful score on the AIT Entrance Exam

English Language Proficiency

- TOEFL: iBT – minimum score of 71 with no score below 17
- IELTS – minimum score of 5.5
- CAEL – minimum score of 60
- MELAB – minimum score of 60
- CLBA – minimum score of 7
- Duolingo – minimum score of 80
- PTE (academic) – minimum score of 42

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Program of Study

COURSE	COURSE TITLE	CREDITS
Pre-Employment Plumber		**24.5**
PEMP 100	Employment Skills	2
PEMP 101	Trades Mathematics	2
PEMP 102	Trades Science	2
PEMP 103	Technical Communication	2
PPLUM 105	Workplace Safety and Rigging	1.5
PPLUM 115	Tools, Equipment and Materials	6
PPLUM 125	Metal Fabrication	3.5
PPLUM 135	Drawings and Specifications	2
PPLUM 145	Calculations and Science	3.5
OPTIONAL		
PEMP 200	Pre-Employment Work Placement	3

Graduation Requirements
Pass mark of at least 65% in each course.

Attendance and Punctuality
Technical training is considered an extension of the workplace. Students of this program will follow industry standards established for apprenticeship technical training regarding attendance and punctuality. Students terminated from the program for reasons of attendance and/or punctuality may be readmitted only by permission of the Dean, School of Trades & Technology Division.

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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keyano.ca

PRE-EMPLOYMENT WELDING

- CERTIFICATE

Clearwater Campus

The Welding – Pre-Employment program will give you the skills needed to succeed in an entry level position, leading to a career as a Welder. This program will provide you with a solid academic foundation and refresher in the areas of trades related science, mathematics, report writing and employability skills. This program also provides technical training.

Completing this program will equip you with the technical knowledge and skills of a first year Welder apprentice. Upon graduation, you will be able to:

- Comply with applicable safety regulations and concepts
- Develop a professional resume and cover letter to showcase yourself to potential employers
- Use key skill sets necessary to succeed in multiple interview formats used by employers.

Upon successful completion of all required courses in the program, you will have the option to pursue a minimum 135 hours work placement with regional employers.

Students who choose to participate in the optional work-placement must complete the placement within 1-year of completion of the theory portion of the program. Work-placement opportunities are not guaranteed and are dependent upon capacity of employers to provide such opportunities

Graduates are eligible to continue into the Welder – Apprenticeship program once they become an indentured apprentice.

Admission Requirements

- English 10-2
- Math 10-3
  OR
- A pass mark on all five Canadian General Educational Development (GED) tests
  OR
- Successful score on the AIT Entrance Exam

English Language Proficiency

- TOEFL: iBT – minimum score of 71 with no score below 17
- IELTS – minimum score of 5.5
- CAEL – minimum score of 60
- MELAB – minimum score of 60
- CLBA – minimum score of 7
- Duolingo – minimum score of 80
- PTE (academic) – minimum score of 42

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Program of Study

COURSE	COURSE TITLE	CREDITS
Pre-Employment Welder		**24**
PEMP 100	Employment Skills	2
PEMP 101	Trades Mathematics	2
PEMP 102	Trades Science	2
PEMP 103	Technical Communication	2
PWELD 110	Workplace Safety and Tools	3
PWELD 120	Welding Technology & Properties of Metal	3
PWELD 130	GMAW, FCAW, MCAW, and SAW	8
PWELD 140	Trades Math for Welders	2
OPTIONAL		
PEMP 200	Pre-Employment Work Placement	3

Graduation Requirements
Pass mark of at least 65% in each course.

Attendance and Punctuality
Technical training is considered an extension of the workplace. Students of this program will follow industry standards established for apprenticeship technical training regarding attendance and punctuality. Students terminated from the program for reasons of attendance and/or punctuality may be readmitted only by permission of the Dean, School of Trades & Technology Division.

Course Descriptions
Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees
Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Please contact the Chair.

TO APPLY

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keyano.ca

PROCESS OPERATIONS CO-OP

- CERTIFICATE

Clearwater Campus

Not accepting applications for 2025-2026.

The two-year Process Operations Co-op program prepares students for entry-level positions in mineral and hydrocarbon processing primarily focused on the major oil sands companies. The program trains students in Power Engineering and Process Operations and has been offered at Keyano College since 2001. The program was developed because of identified needs from industry to have process operators with power engineering certification.

In two years, students complete 4th Class Power Engineering, Process Operations and 3rd Class Power Engineering (Part A). Local and regional industry partners makeup a Steering Committee which participates in student selection, work practicum mentorship and evaluation, and program assessment. These employers gain access to a trained and skilled pool of qualified workers while students gain tremendous opportunities to showcase their technical and employability skills to potential employers.

The work practicum may be outside of the Wood Buffalo region. All efforts will be made to assist students to obtain a cooperative work placement. These placements are based upon student's academic achievement, Alberta Boiler Safety Association industry certification and industry host requirements, policies and regulations. Industry partners short list student applicants, conduct all interviews and select which students receive work term offers, therefore Keyano College cannot guarantee co-op placements. For some academic programs, work experience is part of the curriculum. Foreign students who wish to participate in this program must apply for a co-op work permit as well as a student permit.

Admission Requirements

Year 1

High School Diploma with:

- English 20-1 **OR** English 20- 2
- Math 20-1 **OR** Math 20-2
- Physics 20 **OR** Science 20 (Alberta course only)

OR

- G.E.D. with pass mark on all 5 tests

Year 2

- Successful completion of 4th Class Part A & B theory courses from a recognized post-secondary institution.
- Proof of successful completion of a recognized post-secondary institution 200-hour Power Lab course.

English Language Proficiency

- TOEFL: iBT – minimum score of 80 with no score below 20
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80

See page 11 for other ways to meet the English Language Proficiency requirement.

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

Pre-Practicum Requirements

Please note that a valid driver's license is required for work practicum as it is a job requirement of local industry.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1: Term I (16 weeks)		**16**
PROC 101	Applied Science	4
PROC 102	Plant Services	4
PROC 103	Steam Generation	4
PROC 104	Prime Movers and Auxiliaries	4
Year 1: Term II (6 months)		**12**
PROC 105	Work Practicum	12
Year 2: Term I1 (16 weeks)		**16**
PROC 210	Chemistry	1
PROC 230	Introductory Process Instrumentation	1.5
PROC 232	Advanced Process Instrumentation	2
PROC 235	Upgrading Processes	2
PROC 250	Environmental Management and Processes	1.5
PROC 3100	Applied Science	4
PROC 3200	Plant Services	4
Year 2: Term II (6 months)		**12**
PROC 260	Work Practicum	12

**Students without confirmed co-op work terms two weeks after the classroom course end date will not be enrolled in PROC 105 or PROC 260.*

**Students who successfully complete a steam lab (Year 1 only) or 6 months of ABSA recognized steam time, may apply for Advanced Credit for PROC 105. See page 28 for further details regarding Advanced Credit.*

NOTE: Students must successfully complete Year 1 to be eligible to continue into the Year 2.

Graduation Requirements

Pass mark of 65% in each course is required to be eligible for program certification and to write ABSA exams. Work terms are graded pass/fail.

Course Descriptions

Please refer to pages 144 to 220 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to pages 16 to 25 for a detailed list of all tuition and fees for this program.

ABST 020
Aboriginal Studies
5 credits, 5 hours lecture
Aboriginal Studies 20 involves the study of the wealth and diverse nature of Aboriginal languages and cultures. Aboriginal Studies 20 explores concepts within the student's own unique context. It is intended to enhance understanding of the diverse Aboriginal cultures within our region, Canada and the world. The term "Aboriginal" refers to First Nations Métis and Inuit. It includes the study of policies, legislation, conflict and cultural change.
Prerequisite: SOST 10-1

ABST 030
Aboriginal Studies
5 credits, 5 hours lecture
Students will gain a greater understanding of the current issues facing Aboriginal people worldwide. Aboriginal Studies 30 enables students to demonstrate an understanding of the issues of Aboriginal rights and self-government, Aboriginal land claims, Aboriginal peoples in Canadian society and Aboriginal world issues.
Prerequisite: ABST 020

ACCT 311
Introductory Accounting
3 credits, 3 hours lecture
This course is an introduction to financial accounting and reporting for Canadian businesses with an emphasis on providing information relevant to external users. The course focuses on the mechanics of double-entry bookkeeping and accrual accounting to enable students to prepare financial statements in accordance with generally accepted accounting principles.
Prerequisites: ECON 101 and ECON 102

ACCT 322
Managerial Information and Control Systems
3 credits, 3 hours lecture
This course examines the use of accounting information by people within organizations to plan and control operations. Various techniques for processing and interpreting information are introduced, emphasizing the development of information systems appropriate for specific decision needs. The impact of accounting information on the behaviour of various users within the organization is studied.
Prerequisite: ACCT 311

ACP 501
Anatomy and Physiology
6 credits, 90 hours lecture
This course explores concepts of anatomy and physiology, which is the study of body structure and normal functioning to maintain homeostasis. Topics include anatomical descriptions, tissues, vital organ systems, and special senses.

ACP 502
Pathophysiology
6 credits, 90 hours lecture
This course explores alteration in the functioning of body systems, which is the basis of disease. Topics include acute and chronic disorders of body systems and special senses.
Co-requisite: ACP 501

ACP 503
Pre-hospital Skills
6 credits, 10 hours lecture, 80 hours lab
This skills-based course further develops skills utilized by students as Primary Care Paramedics. Students are to develop a mastery level of foundational skills, including adaptation for diverse patient groups across the lifespan. Topics include lifting and moving patients, injury management, airway and ventilation, cardiopulmonary circulation, routine care of patients and introduction to advanced paramedic skills.

ACP 505
Introduction to Pharmacology
3 credits, 45 hours lecture
This course covers the pharmacokinetics and pharmacodynamics behind medication administration. Students will learn about calculations, classification, and administration of medications.
Prerequisite: ACP 501

ACP 506
Obstetrics
3 credits, 30 hours lecture, 15 hours lab
An exploration of obstetric and neonatal care with emphasis on normal development, pathophysiological conditions, and emergencies of pregnancy, delivery, and neonates. Practice in assessment and implementation of prioritized treatment plans for obstetrical and neonatal patients. Note: Available only to students enrolled in the Advanced Care Paramedic (ACP) diploma program.

ACP 507
Physical Examination
3 credits, 45 hours lecture
This course focuses on techniques for carrying out physical examinations, gathering patient histories, interviewing patients, recognizing signs and symptoms, and assessing physical, mental, and emotional health status.

ACP 508
Advanced Pharmacology
3 credits, 45 hours lecture
An advanced study of pharmaceuticals that may be utilized by advanced care paramedics to treat various patient conditions. Topics include medications primarily used in the prehospital setting, with some exploration of in-hospital and critical care medications that may be utilized during interfacility transfers.
Prerequisite: ACP 505

ACP 509
Intermediate Ambulance Practicum
6 credits, 396 hours practicum
This intermediate practicum course in the Advanced Care Paramedic program provides students the opportunity to implement new knowledge, communication, assessment, and skills in a real-life setting. Students apply skills taught and evaluated thus far in the program while under the supervision of an Advanced Care Paramedic.
Prerequisite: ACP 501, ACP 502, ACP 503, ACP 505, ACP 507, ACP 516

ACP 510
Professional Practice
3 credits, 45 hours lecture
A study of the professional responsibilities of paramedicine, including an overview of the regulatory, legal, and ethical standards of paramedicine in Alberta and Canada. This advanced course includes health care communication, research, and leadership.

ACP 511
Emergency Diagnosis and Treatment I
6 credits, 42 hours lecture, 48 hours lab
This course integrates all knowledge and skills for differential diagnosis and treatment of patients at the level of Advanced Care Paramedic. Extensive practice in theory and simulation settings to analyze assessment findings, history, and diagnostics to develop and implement prioritized treatment plans for various patient conditions. Note: Available only to students enrolled in the Advanced Care Paramedic (ACP) diploma program.
Prerequisite: ACP 516
Co-requisite: ACP 508

ACP 512
Hospital Practicum
6 credits, 445 hours practicum
This course applies all advanced knowledge and skills in real healthcare settings. Evaluation of patients, formulating differential and provisional diagnoses, hypothesizing treatment plans, and implementing basic and advanced paramedic skills while under the supervision of a qualified health professional. This experiential learning opportunity allows for advanced airway management and assessment of real-life patients across the lifespan while being exposed to the function of other facets of the healthcare system. Note: Available only to students enrolled in the Advanced Care Paramedic (ACP) diploma program.
Prerequisite: ACP 506, ACP 508, ACP 511, ACP 514

ACP 513
Advanced Life Support
3 credits, 9 hours lecture, 36 hours lab
The application of Advanced Care Paramedic treatment for cardiovascular, pediatric, and trauma conditions. Included are industry-recognized certifications Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) and International Trauma Life Support- Advanced Provider (ITLS-A).

ACP 514
Advanced Paramedic Skills
3 credits, 21 hours lecture, 24 hours lab
This lab-based skills course will focus on Advanced Care Paramedic skills and introduce critical care interventions. Topics included in this course are electrical therapy, advanced airway interventions, mechanical ventilation, and advanced vascular access and cardiovascular support skills. Emphasis will be on the use of systematic procedures involving advanced skills to enhance patient safety. Note: This course is limited to students in the Advanced Care Paramedic program.
Prerequisite: ACP 503

ACP 515
Final Ambulance Practicum
6 credits, 445 hours practicum
The application of all advanced paramedic theory and skills. This course is an opportunity to practice as an Advanced Care Paramedic on an ambulance, while under the supervision of an Advanced Care Paramedic preceptor. Emphasis is on patient assessment, developing a treatment plan, prioritization, and safe performance of interventions. Note: Available only to students enrolled in the Advanced Care Paramedic (ACP) diploma program.
Prerequisite: ACP 510, ACP 513, ACP 519

ACP 516
Introductory Life Support
3 credits, 45 hours lecture
This course explores the fundamental aspects of paramedic practice and life support of patients. Topics include safety, priorities of approach and assessment for medical and trauma patients, and professional communication.
Prerequisite: ACP 501, ACP 502, ACP 503

ACP 517
Paramedic Wellness
3 credits, 45 hours lecture
An exploration of personal emotional, mental and physical wellness. This course focuses on stressors that impact paramedics, and implement strategies to maintain health, prevent injuries, and promote resiliency and recovery.

ACP 518
Communications
1 credit, 15 hours lecture
The exploration of communication as an integral element of Advanced Care Paramedic practice. Focus on interpersonal communication, with emphasis on factors such as cultural diversity and disparity influencing open and equitable communication.

ACP 519
Emergency Diagnosis and Treatment II
6 credit, 50 hours lecture, 40 hours lab
This advanced course integrates all knowledge and skills for differential diagnosis and treatment of patients at the level of Advanced Care Paramedic. Extensive practice in theory and simulation settings to analyze assessment findings, history, and diagnostics to prioritize treatment plans for patients, including varying environments, multiple-system conditions, and those across the lifespan.
Prerequisite: ACP 511
Note: Available only to students enrolled in the Advanced Care Paramedic (ACP) diploma program.

ACSKL 110
Strategic Postsecondary Academic Skills
3 credits, 3 hours lecture
This course is designed to increase students' chances for success in college. Topics include: higher education terminology, learning strategies and styles, setting college and career goals, adjusting to campus diversity, time management, stress management, active listening skills, building a positive student-teacher connection, effective group work skills, note-taking, test-taking and study strategies, student rights and responsibilities, and getting the most from Web CT, file management and security, as well as basic file transfer issues.

ACSKL 120
Postsecondary Critical Writing, Reading and Research Skills
3 credits, 3 hours lecture
This course is designed to increase students' chances for success in college. Topics include: the kinds of reading & writing college students' do, levels of reading & writing; reading & writing in different subjects, organizational skills for reading & writing, reading strategies, basic college vocabulary, understanding writing assignments, essential writing forms (responses to essays), the most common ways to lose grammar & writing marks, critical research skills, bibliography dos and don'ts, avoiding plagiarism, web research skill building (evaluating sites to structured database searching), formatting issues, effective proof-reading and editing, writing in groups and student presentation survival skills.

AFL 100
Foundational English Language Arts
12 credits, 168 hours lecture
Through the integration of the six language arts: reading, writing, speaking, listening, viewing, and representing, this course prepares students for reading and writing in academic settings. The course builds students' spoken and written vocabulary; writing in context (grammar and spelling); critical reading, comprehension, and research skills. Students are exposed to a variety of print and oral texts as well as visual media.

AFM 100
Foundational Mathematics
8 credits, 112 hours lecture
This course enables students to develop an understanding of number sense which will be applied to further math concepts to help you achieve an overall understanding of mathematics. Learning through the practice of algebraic; geometric; measurement; probability and statistical; and graphical theory using a model of real-world practical application is an important aspect of this course.

AIML 300
Introduction to Artificial Intelligence
3 credits, 3 hours lecture
An introduction to the fundamentals of artificial intelligence (AI)as well as the resources and necessary means to achieve AI projects. Focus is on the stages in the development of an AI project and the legal, ethical, and professional implications

AIML 301
4 credits, 4 hours lecture
An overview of Python programming language as an interpreter-based language with efficient high-level data structures, including many built-in utility functions. An ideal language for scripting and rapid application development.

AIML 302
3 credits, 3 hours lecture
A study of mathematical concepts essential for machine learning, including linear algebra, and basic differential calculus. Focus on limits, functions, derivates, integrals, and infinite series, as well as the transformation of linear and non-linear coordinates.

AIML 303
Statistics for Artificial Intelligence
3 credits, 3 hours lecture
The exploration of statistical methods in which data modelling is used in decision-making in the context of uncertainty. Focus is on applying statistics as a foundation of machine learning, as it emphasizes statistical models and the assessment of uncertainty.

AIML 304
Data Collection & Exploratory Analysis
3 credits, 3 hours lecture
An introduction to the stages of collecting, cleaning, preparing, transforming, and storing data which significantly influence the developed AI solution. Focus is on a multi dimensional exploratory analysis with popular clustering methods such as Principal Component Analysis.

AIML 305
Supervised & Unsupervised Learning
3 credits, 3 hours lecture
The analysis of supervised and unsupervised learning algorithms allowing computer programs to improve through experience. Emphasis is on statistics to find patterns in a massive amount of data.

AIML 306
Data Science with Python
4 credits, 4 hours lecture
A study of data science using data analysis to make data-driven decisions in the fields of big data, statistical analysis, and modelling techniques that make up the entire data science ecosystem around Python, such as NumPy, Scikit learn, SciPy, Pandas, etc.

AIML 307
R Programing Language
4 credits, 4 hours lecture
A survey of R programming language and environment concerning statistical computing and graphics beneficial for dealing with complex functions with R statistical models and tests.

AIML 308
Reinforcement Learning
3 credits, 45 hours lecture
The exploration of reinforcement learning as the optimal solution which observes the reaction of the environment and adapts its behaviour (the variables) to find the best strategy. Focus is on bandit algorithms, Markovian decision problems and game trees.

AIML 309
Deep Learning
6 credits, 90 hours lecture
The analysis of deep learning algorithms mimicking the human brain with endless possibilities and applications such as self-driving cars, virtual assistants like Alexa/Siri, natural language processing applications, fraud detection, and healthcare, to name a few.

AIML 310
Introduction to Convolutional & Recurring Neuronal Networks
3 credits, 45 hours
An introduction to convolutional and recurring neuronal networks containing different architecture to solve different problems, ensuring excellent performance in machine learning problems.

AIML 311
Introduction to Big Data Processing
6 credits, 90 hours lecture
An introduction to big data processing, which utilizes Scala as a type-safe JVM language that integrates both object-oriented and functional programming in a concise language.

AIML 312
Creation of Machine Learning Pipelines
4 credits, 60 hours lecture
A lab-based review of how machine learning (ML)pipelines are created to automate and orchestrate the various steps involved in forming machine learning models. Emphasis is on Apache SPARK, which has an ML library offering machine learning algorithms.

AIML 313
Data Visualization
4 credits, 60 hours lecture
The exploration of data visualization through Spark GraphX as a library in Apache SPARK which allows visualization of data as graphs and data collection items, as well as parallel graph calculations and data parallels.

AIML 314
Advanced Professional Integration Project
4 credits, 210 hours
A skill-based approach to help integrate the skills acquired throughout the program within a professional integration project. Focus is on meeting the requirements of a real or virtual company by implementing an AI solution with precise deliverables and clear technical documentation.
Prerequisite: AIML 308, AMIL 309, AMIL 310, AMIL 311, AMIL 213, AMIL 313

AIML 320
Introductory Professional Integration Project
3 credits, 45 hours lb, 6 weeks in duration
A skill-based approach to help integrate the skills acquired throughout the program within a professional integration project. Focus is on analyzing the application development project, correct determination of the tasks to be performed, following the methodology of research work, writing a report based on the results, and defending the project facing an exam jury.
Prerequisites: AIML 300, 301, 302, 303, 304, 305, 306, 307, 308

AIR 100
Basic Flight Theory
4 credits, 60 hours lecture
This theory-based course introduces aviation subjects in four different categories: Air Law, General Aeronautics Knowledge, Meteorology, and Navigation. This course will prepare students to complete the Transport Canada Private Pilot License Written Examination (PPAER) upon completion.
Prerequisite: Transport Canada Category 1 Medical
Note: Students must achieve a minimum grade of C- to pass.

AIR 101
Private Flight Lab I
3 credits, 45 hours lecture, 8 hours lab
This introductory skills-based course includes 25 hours dual and 8 hours solo flight training which includes basic maneuvers, specialty take-offs and landings, forced approaches, navigation and basic instrument work. Students will be prepared for their dual cross-country flights, upon completion of this course.
Transport Canada Category 1 Medical

AIR 102
Private Flight Lab II
3 credits, 35 hours lecture,7 hours lab
This intermediate skill-based course includes 25 hours dual and 7 hours solo flight training, which includes dual and solo cross-country and advanced instrument work. This course will enable student proficiency to successfully complete the Transport Canada Private Pilot License (PPL) flight test.
Prerequisite: AIR 110 Advanced Flight Theory I, Transport Canada Category 1 Medical

AIR 110
Advanced Flight Theory I
3 credits,45 hours lecture
This advanced theory-based course focuses on Commercial Air Law and Advanced General Aeronautics Knowledge.
Prerequisite: Transport Canada Category 1 Medical; AIR 100 Basic Flight Theory and AIR 102 Private Flight Lab II

AIR 111
Advanced Flight Theory II
3 credits,45 hours lecture
This advanced theory-based course focuses on Commercial Advanced Meteorology, Navigation and Radio Navigation. This course will prepare students to complete the Transport Canada Commercial Pilot License (CPL) Written Examination (CPAER) upon completion.
Prerequisite: AIR 101 Private Flight Lab I, Transport Canada Category 1 Medical

AIR 112
Intermediate Flight Lab
3 credits,23 hours lecture, 35 hours lab
This intermediate skill-based course develops student's instrument skills, night flight and navigation competencies. The course includes 13 hours dual and 7 hours solo towards night rating and 28 hours of solo cross-country.
Prerequisite: Transport Canada Category 1 Medical; AIR 102 Private Flight Lab II

AIR 200
Advanced Navigation Flight Lab
3 credits,10 hours lecture, 35 hours lab
This advanced skills-based course is designed to enable the student to build 35 solo flight hours to contribute towards Transport Canada CPL requirements through the application of theoretical navigation knowledge.
Prerequisite: Transport Canada Category 1 Medical; AIR 112 Intermediate Flight Lab

AIR 201
Instrument Flight Theory
4 credits,60 hours lecture
This advanced theory-based course focuses on Instrument Flight Rules (IFR), Air Law, Instrument procedures, Meteorology, Flight Instruments, Navigation and Radio Aids, Flight Operations and Human Factors. This course will prepare students to complete the Transport Canada Instrument Rating Written Examination (INRAT) upon completion.
Prerequisite: Transport Canada Category 1 Medical; AIR 112 Intermediate Flight Lab

AIR 202
Commercial Flight Lab
3 credits,30 hours lecture, 15 hours lab
This advanced skill-based course includes 20 dual and 15 solo hours of flight training to prepare the student to attain proficiency for the Commercial Pilot License (CPL) Flight Test.
Prerequisite: Transport Canada Category 1 Medical; AIR 200 Advanced Navigation Flight Lab

AIR 210
Tailwheel Flight Lab
2 credits,25 hours lecture, 5 hours lab
This skills-based course develops the student's coordination skills in a conventional gear aircraft with emphasis on safe take-offs and landings. The course includes 10 dual and 5 solo hours of flight training in a tail wheel aircraft.
Prerequisite: Transport Canada Category 1 Medical; AIR 202 Commercial Flight Lab

AIR 211
Float Lab
2 credits,25 hours lecture, 3 hours lab
This skills based course develops the student's skills in an aircraft equipped with floats with emphasis on docking, dock handling, northern operations, float safety, and take-offs and landings in water, This course includes 10 hours dual and 3 hours solo flight training in a floats equipped aircraft.
Prerequisite: Transport Canada Category 1 Medical; AIR 112 Intermediate Flight Lab

AIR 212
Multi-Engine Flight Lab
3 credits, 3 hours lecture
This skills based course develops the student's skills in a multi-engine aircraft with emphasis on aerodynamics, speeds, aircraft systems, performance and emergency procedures. This course includes 12 hours of dual flight training in a multi-engine aircraft to prepare the student to attain proficiency for the Multi-Engine Class rating.
Prerequisites: Transport Canada Category 1 Medical, AIR 202

AIR 213
Single Engine IFR Lab
3 credits, 45 hours lecture
This skills-based course develops the student's skills in the operation of single-engine aircraft under instrument flying conditions and applying the required navigation procedures as per instrument flight rules. The course includes 15 hours dual flight training in a single engine aircraft and 15 hours of procedures training in an aircraft simulator to prepare the student to attain proficiency for the Group 3 instrument rating flight test.
Prerequisite: Transport Canada Category 1 Medical; AIR 201 Instrument Flight Theory; AIR 202 Commercial Flight Lab

AIR 214
Multi-Engine IFR Lab
3 credits, 45 hours lecture
This skills-based course develops the student's skills in the operation of multi-engine aircraft under instrument flying conditions and applying the required navigation procedures as per instrument flight rules. The course includes 15 hours dual flight training in a multi-engine aircraft and 15 hours of procedures training in an aircraft simulator to prepare the student to attain proficiency for the Group 1 instrument rating flight test
Prerequisite: Transport Canada Category 1 Medical; AIR 201 Instrument Flight Theory; AIR 202 Commercial Flight Lab

AIR 215
Operational Flying and Safety Awareness
3 credits,45 hours lecture
This theory-based course focuses on Crew Resource Management (CRM), Pilot Decision Making (PDM), human factors, Safety Management Systems (SMS), emergency survival skills and handling of Dangerous Goods.
Prerequisite: Transport Canada Category 1 Medical; AIR 202 Commercial Flight Lab

AIR 216
Wilderness & Remote First Aid
3 credits, 45 hours lecture
This skills-based course focuses on comprehensive first aid and CPR techniques for those who need a higher level of training to work and respond to emergencies in isolated or wilderness settings. An emphasis will be on advanced strategies for providing extended care for more than 24 hours. To reflect our northern environment, a portion of the course will be taught in an outdoor setting, which will require enhanced physical activity and endurance of the students.

ANTHR 101
Introductory Anthropology
3 credits, 3 hours lecture
This course provides a general introduction to the four major subfields of Anthropology: Cultural Anthropology, Linguistic Anthropology, Archaeology and Physical Anthropology. This introduction will be through the study of central concepts and key issues such as: the appearance of culture, human evolution, social organization, cultural theory, symbolic systems and culture change.

ANTHR 110
Gender, Age and Culture
3 credits, 3 hours lecture
This course presents an anthropological review and comparison of cultures (globally) in terms of social positions based on differences in sex and age. What does it mean to be female, male, middle-aged or old? This introductory course examines the cultural construction of the categories of gender and age to see how these ideas vary cross-culturally and how they influence our ideas of normal behaviour and practice. Readings, films and guest speakers will compliment class lectures and presentations.

ANTHR 150
Race and Racism in the Modern World
3 credits, 3 hours lecture
This course will study the challenge of racism in modern societies and the response of anthropology, including the history of how the 'race' concept has been used to explain human variation. Topics will include multiculturalism, ethnic (or cultural) identity, prejudice, ethnocentrism, 'silent' and 'overt' racism, eugenics and the persistence of ethnic identity in the face of globalization. Case studies from different parts of the world (rural and urban, in times of war and of peace) will be used to define and illustrate these concepts, including current issues of interest in Canada. This course will include a combination of lectures, readings, films and guest speakers.

ANTHR 207
Introduction to Social and Cultural Anthropology
3 credits, 3 hours lecture
This course provides an overview of the aims, concepts, methods and theoretical approaches of social/cultural anthropology. Attention will be given to the main topical concerns of the discipline (including but not restricted to kinship and marriage, political and economic organization, religion and cosmology), and throughout the course the focus will be on the nature of, and explanations for social and cultural variation around the world and over time.
Prerequisite: a 100-level Anthropology course or permission of the Program Chair.

ANTHR 250
North American Aboriginal Peoples
3 credits, 3 hours lecture
This course is an introduction to Aboriginal Peoples of North America using anthropological concepts such as culture areas (Northwest Coast, Desert Southwest, Plains, and Subarctic, for example). The readings include selected classic ethnographies (detailed descriptions of Native people and their cultural ways written by anthropologists who have conducted long-term fieldwork with Indigenous groups). The course also provides students with a wealth of selected films on Native culture groups which illustrate their diversity, ceremonial and traditional histories, as well as contemporary issues, concerns and life ways. This course requires no prior knowledge of Aboriginal Peoples.

ANTHR 260
Aboriginal Peoples Living in Cities
3 credits, 3 hours lecture
Well over one-half of all Native people in Canada are now living in cities and towns rather than on reserves or in rural areas. In this course we will examine the cultural dynamics of Urban Aboriginal Peoples, including: their construction of distinct Native communities within cities, their endeavours concerning formal and informal education, their efforts regarding health issues and solutions, their cultural healing and revitalization movement, the effects of gangs and poverty on certain segments of the Urban Native population and many other important factors in the relatively recent Urban Aboriginal phenomenon. We will also briefly compare and contrast the history of Urban Native Peoples in Canada with that of the United States. Films and guest speakers will augment our mandatory readings and lectures. This course requires no prior knowledge of Aboriginal Peoples.

ANTHR 320
Anthropology of Religion
3 credits, 3 hours lecture
This course is a survey of anthropological approaches to religions and related phenomena including magic, taboo, shamanism and witchcraft. There is an emphasis on the connection between religious ideas and practices and other aspects of social life in a variety of cultures. The creation and use of meaning and symbols as a way of reifying religious truth will also be addressed. The social construction of belief systems or shared ideas people learn as they grow up in a given society will be explored in the context of both Western and non-Western cultures through lectures, readings, student seminar presentations, films and guest speakers.
Prerequisite: ANTHR 207 or permission of the Program Chair.
NOTE: Not open to students with credit in ANTHR 420

ANTHR 366
Theories of Culture Change
3 credits, 3 hours lecture
Anthropological theories of the nature of socio-cultural systems and the processes of culture change in conjunction with examples from selected cultural case studies. Case studies will be taken from various geographical locations, a variety of human societies (both macro and micro-cultures) and a range of historical and contemporary time frames.
Prerequisite: ANTHR 207 or permission of the Program Chair.

ARTH 101
Introduction to the History of Art I
3 credits, 3 hours lecture
This course is a survey of art-painting, sculpture and architecture from prehistory to the end of the 14th century. The course concentrates on the art of western (European based) cultures with consideration given to the important social, historical and cultural events that impact on the development of art.

ARTH 102
Introduction to the History of Art II
3 credits, 3 hours lecture
A continuation of ARTH 101, this course is a survey of art – painting, sculpture and architecture from the 15th century to the beginnings of modern art in the mid 19th century. The course concentrates on the art of western (European based) cultures with consideration given to the important social, historical and cultural events that impact on the development of art.

ARTH 271
Survey of Nineteenth Century Art I
3 credits, 3 hours lecture
An examination of the visual arts, especially painting and sculpture in Europe during the first half of the 19th century. As background, the course begins with the rise of Neoclassicism and the reaction against the Rococo around the time of the French Revolution and continues by tracing developments in art with the Romantic movements during the early 19th century.

ARTH 272
Survey of Nineteenth Century Art II
3 credits, 3 hours lecture
A continuation of Art History 271. An examination of the visual arts, especially painting and sculpture, in Europe during the second half of the 19th century. The course traces the development and influence of art movements such as Realism, Impressionism, Post-Impressionism and Symbolism, and emphasizes the struggle against the domination of the Academy and of academic art in the later 19th century.

ARTH 273
Survey of Early Canadian Art
3 credits, 3 hours lecture
A history of the visual arts, especially painting and sculpture in Canada from the time of the first European explorers in the 16th century up to the early 20th century, including the work of the Group of Seven. The course emphasizes the growth of national concerns in the art of a developing country.

ARTH 281
Survey of Twentieth Century Art I
3 credits, 3 hours lecture
This course is a study of major art movements in Europe and North America up to World War II. The course includes an examination of such movements as Fauvism, Cubism, Futurism, Dada and Surrealism.

ARTH 282
Survey of Twentieth Century Art II
3 credits, 3 hours lecture
This course is a continuation of ARTH 281, and is a study of major art movements in Europe and North America since World War II. The course includes an examination of recent painting and sculpture, as well as considering less conventional art forms, such as installation, earthworks, and performance art.

ARTH 283
Survey of Twentieth Century Canadian Art
3 credits, 3 hours lecture
A continuation of Art History 273. A history of the visual arts, especially painting and sculpture in Canada from the early 20th century to the present day. The course emphasizes the shift in Canadian art from national concerns to international modernism.

ASTRO 120
The Solar System
3 credits, 3 hours lecture
This course discusses the development of astronomy and astronomical techniques, including results obtained from the latest orbiting observatories such as the Hubble Space Telescope, Galileo Probe and Mars Global Surveyor. The origin, evolution and nature of the Earth, Moon, Sun, the other planets and non-planetary bodies in the solar system will be discussed. One component of this course is accessible to the public through Keyano's non-credit offerings.
Prerequisites: Math 30-1 and Physics 30 or permission of Program Chair.

ASTRO 122
Stars and Galaxies
3 credits, 3 hours lecture
This course discusses the development of our understanding of the Universe, including current models of stellar evolution and cosmology. Emphasis is placed on understanding the physical processes underlying astronomical phenomena. One component of this course is accessible to the public through Keyano's non-credit offerings.
Prerequisites: Math 30-1 and Physics 30 or permission of the Program Chair.

BIOCH 200
Introductory Biochemistry
3 credits, 3 hours lecture
An introduction to the fundamental principles of biochemistry. Protein structure and function, structure of nucleotides and nucleic acids, structure and function of biological membranes, metabolism of carbohydrates, lipids, nitrogen, the regulation and integration of cellular metabolism, and bioenergetics.
Prerequisites: CHEM 101 and CHEM 161 or CHEM 261

BIOL 025
Biology 25
6 credits, 6 hours lecture
Topics studied include an introduction to biology and the scientific method; the biosphere, ecosystems and communities; cell structure and function, including photosynthesis, cellular respiration, and cell division; principles of genetics and genetic engineering, and evolutionary theory, including biological classification methods and the domains of life.
Alberta Education Course Equivalency: Science 10 (Biology unit) and Biology 20.
Co-requisites: ENGL 10-2 or ENGL 10-1 or permission from the Program Chair.

BIOL 030
Biology 30
5 credits, 6 hours lecture, 2 hours lab on alternate weeks
Topics studied include the scientific method, principles of classification and population ecology, biological macromolecules, DNA and protein synthesis, cells and cell membranes, enzyme structure and function, human body systems (anatomy and physiology) and the concept of homeostasis.
Alberta Education Course Equivalency: Biology 30
Prerequisite: BIOL 025 or equivalent or permission from the Program Chair.

BIOL 107
Introduction to Cell Biology
3 credits, 3 hours lecture, 3 hours lab
This course is an introduction to cellular structures, molecules, energetics and processes, including that of both prokaryotic and eukaryotic cells. The course includes topics on cellular structures and functions, cellular respiration, photosynthesis, cell division, and the molecular expression of genetic material through the processes of replication, transcription and translation.
Prerequisites: Biology 30 and Chemistry 30
NOTE: BIOL 107 and 108 can be taken in any order; neither course is a pre-requisite for the other.

BIOL 108
An Introduction to Biodiversity
3 credits, 3 hours lecture, 3 hours lab
Our planet supports a remarkable diversity of life. This course will discuss the history of life on earth, the evolutionary processes that gave rise to the biodiversity of earth, and how the relationships among organisms are reflected in their classification. Principles that unite all living things as well as unique adaptations that characterize major lineages will be discussed using examples from the three Domains of life. Laboratory exercises investigate the diversity of biological form and function, and introduce students to scientific methodology, data collection and scientific writing.
Prerequisite: Biology 30
NOTE: BIOL 107 and 108 can be taken in any order; neither course is a pre-requisite for the other.

BIOL 201
Eukaryotic Cellular Biology
3 credits, 3 hours lecture
A dissection of eukaryotic cells from the molecular to functional level. Specific emphasis will be given to molecular functioning of the membrane, cytoskeleton, endocytosis, intracellular transport, nucleus structure, DNA replication, mitosis, cytokinesis, endomembrane bound organelles, exocytosis, cell-cell signalling and regulation of cellular replication.
Prerequisite: BIOL 107
Prerequisite or Co-requisite: Any University Level Chemistry Course
NOTE: Not available to students with credit in or enrolled in CELL 201

BIOL 207
Molecular Genetics and Heredity
3 credits, 3 hours lecture, 3 hours lab
This course examines the chromosomal and molecular basis of gene function and transmission. The regulatory mechanisms controlling the expression of the genetic material in both prokaryotes and eukaryotes are considered. Students gain experience with classical genetics and current molecular biology techniques used in the isolation of specific genes and the construction of genetic and physical maps of genes and genomes.
Prerequisite: BIOL 107

BIOL 208
Principles of Ecology
3 credits, 3 hours lecture, 3 hours lab
Biology 208 deals with the principles of ecology including the interactions between organisms and their environment resulting in the formation of communities, ecosystems and biomes. Biology 208 is a core course in the department of biology and is required for animal biology, bioinformatics, cell biotechnology, environmental biology, evolutionary biology, microbiology, molecular genetics, physiology and plant biology.
Prerequisite: BIOL 108

BOT 205
Fundamentals of Plant Biology
3 credits, 3 hours lecture, 3 hours lab
This course is an overview of the diversity and biology of organisms traditionally included in the Plant Kingdom (algae, fungi, lichens, mosses, ferns, gymnosperms and flowering plants). Adaptations which allow plants to inhabit particular ecosystems and biomes are examined, with an emphasis on structural and functional innovations and the evolution of reproductive strategies. Symbioses and co-evolutionary relationships between plant species and between plants and other groups of organisms are also considered.
Prerequisite: BIOL 108

BUS 103
Introduction to Computer Applications in Business
3 credits, 45 hours lecture
An introduction to computer software commonly used in business with a focus on word processing, spreadsheet, presentation, and databases. Through a hands-on approach utilizing the Windows operating system, an emphasis is placed on the integration of technical, data-processing, problem-solving, and decision-making skills.

BUS 107
Business Communications I
3 credits, 45 hours lecture
An introduction to written and oral communication skills with effective business writing strategies at the core. Focusing on critical thinking and analysis, this course develops skills in areas such as researching, reviewing, critiquing, drafting, and revising academic and other standard documents. APA style is used when citing and referencing online and other resources. Additional course topics include effective presentation skills preparations of market-standard resumes and cover letters and mock job interviews.
Prerequisite: English 30-1 or English 30-2

BUS 110
Business Mathematics
3 credits, 45 hours lecture
Students will cover (a) a review of basic algebra, ratio and proportion and linear systems; (b) the mathematics of Business Management including the calculation of depreciation, discounts, simple interest and mark-ups; and (c) the mathematics of finance which includes compound interest, future value, present value, annuities, amortization, bond valuation, sinking funds and discounted cash flows. It is expected that two-thirds of the course will focus on item (c). An emphasis on the use of word problems and small case studies will be stressed to bring the real world usefulness of the material to light.
Prerequisites: Math 30/33 or Math 30-2

BUS 111
Statistics I
3 credits, 3 hours lecture, 2 hours lab
Students are introduced to statistical theories and methods used to solve business problems. Topics include data visualization, descriptive statistics, probability distributions, sampling distributions, hypothesis testing, ANOVA, chi-square test, correlation, regression modelling, Bayes theorem, forecasting, and decision analysis. Students will also develop competence in the use of data analysis software.
Prerequisite: BUS 110

BUS 117
Business Communications II
3 credits, 3 hours lecture
A skills-based approach to the development of writing, speech, interpersonal skills, and digital media competency for business professionals to succeed in the contemporary organization. Advanced writing, editing, and evaluating of reports, self-assessments to guide self-improvement goals, combined with speech building and presentation using a variety of media tools. Involves opportunity to build message for community organization. Role-playing and group problem-solving develop active listening, conflict-management, persuasion, delegating and other communication and language techniques. Explores digital social networking tools for positive representation of self-on-line for overall business success. This course includes a work integrated learning component.
Prerequisite: BUS 107

BUS 121
Work Term
9 credits, 420 hours practicum
This course will provide students with an opportunity to work in an organizational environment and apply their skills and knowledge acquired in their first year of studies.
Prerequisite: Complete first year of Business Administration program.

BUS 130
Introductory Financial Accounting I
3 credits, 45 hours lecture
Introduction to Accounting I provides a theoretical foundation of accounting before examining full-cycle accounting for a sole proprietorship. This cycle includes transaction identification and recording to the general journal, posting to the ledger, creating an unadjusted trial balance, adjusting balances, setting an adjusted trial balance, creating financial statements, and preparing closing entries for the fiscal year. Financial accounting further explores merchandising activities, inventory costing and valuations, receivables, internal controls, and cash procedures.
Prerequisites: Math 30/33 or Math 30-2

BUS 131
Introductory Financial Accounting II
3 credits, 45 hours lecture
Introduction to Accounting II expands on sole proprietorship transactions in addressing liabilities and property, plant, and equipment. The sole proprietorship accounting information provides a foundation for developing knowledge of partnership accounting, where transactions and financial statements required to establish, introduce new, withdraw, and liquidate partnerships are investigated. In addition to creating cashflow statements, transactions, and financial statements associated with the formation of corporations, debt financing, debt and share investments, corporate reporting, and financial ratio analysis concludes this course.
Prerequisite: BUS 130

BUS 191
Management
3 credits, 45 hours lecture
To manage organizations successfully, front line supervisors must follow concepts and practices of effective supervision and human relations. This course deals with basic managerial functions of supervisors and the strategies they need to become “well rounded total persons”. Major topics include decision-making, planning, organizing, directing, controlling, communicating, motivating and strategies for improving the work environment.

BUS 204
Accounting Software Applications
3 credits, 3 hours lecture
Accounting software applications focuses on practical scenarios in small and/or medium-sized enterprises where widely employed accounting applications are used to capture business activities. The setup and capture of business activities on a computerized accounting application include general journal, accounts payable, accounts receivable, inventory, bank reconciliation, and payroll. The interaction between the accounting platform and external applications will be examined. The course also examines the applications functionalities and effectiveness in generating financial reports for interpretation and dissemination of financial information.
Prerequisites: BUS 103 and BUS 130

BUS 210
Business Analytics and Data Visualization
3 credits, 56 hours lecture
This course provides an overview of business analytics and data visualization. It covers the processes, methodologies, and practices used to transform data into valuable information that provides insight to support business decision-making. Students improve their skills by completing analytics projects that combine data visualization best practices with statistical analysis. This course is taught in a hands-on experiential approach with a major focus on descriptive analytics.
Prerequisite: BUS 111

BUS 211
Statistics II
3 credits, 4 hours lecture
This course is a continuation of BUS 111, with more concentration on regression and correlation analysis, time series analysis, simulation, forecasting, application of samples, decision analysis, project scheduling and so on.
Prerequisite: BUS 111
NOTE: Students requiring this course for their CGA designation may take the equivalent Athabasca University course, MGSC 312

BUS 230
Intermediate Financial Accounting I
3 credits, 4 hours lecture
Accounting theory and practice are covered at an intermediate level. The income statement and balance sheet are studied in depth. Other topics will include such items as cash flow, receivables, inventories, capital assets, investments and current liabilities. The emphasis in the course will be on practical conditions using a problem solving approach to accounting situations.
Prerequisites: BUS 110 and BUS 131

BUS 231
Intermediate Financial Accounting II
3 credits, 56 hours lecture
Accounting theory and practice are covered at an intermediate level. Topics of study include such items as long-term investments in corporate securities, current liabilities, long-term liabilities, leases, pensions, deferred taxes, contributed capital, stock rights, stock options and convertible securities, treasury stock and analysis of financial statements. The emphasis in the course will be on practical conditions, using a problems approach to accounting situations.
Prerequisites: BUS 230

BUS 232
Corporate Finance
3 credits, 56 hours lecture
Corporate Finance investigates the corporation's perspective on financing and investment decisions. The financing decision, current asset management, and short-term financing are examined as components of working capital management. Capital budgeting decisions consider the time value of money, stock and bond valuations and returns, cost of capital and risk. Finally, capital markets, the underwriting process, debt and lease financing, stock financing, dividend policy, and derivatives are investigated as part of long-term financing.
Prerequisites: BUS 110 and BUS 131

BUS 233
Management Accounting I
3 credits, 45 course hours; 3 lecture hours, 1 lab hour
This course examines management accounting concepts for strategic and operating decisions of an organization. Topics include cost terminology and classification, cost-volume-profit analysis, budgets, variance analysis, capacity management, variable and absorption costing and pricing decisions.
Prerequisite: BUS 131

BUS 234
Management Accounting II
3 credits, 45 course hours: 3 lecture hours, 1 lab hour
This course examines management accounting concepts for strategic and operating decisions of an organization. Topics include job, activity-based and process costing, cost allocation, capital budgeting, transfer pricing, and performance measures.
Prerequisite: BUS 233

BUS 239
Marketing
3 credits, 3 hours lecture
The student is introduced to the highly dynamic field of marketing. Marketing is based on the premise that successful marketing of goods, services and ideas is fundamental to the functioning of our society. The major focus of the course is on understanding marketing, analyzing marketing opportunities and planning marketing strategies related to product, promotion, price and place.

BUS 241
Retailing and Merchandising
3 credits, 3 hours lecture
Environmental factors influencing retailing are examined including economic, demographic and technological changes and trends. An overview of basic marketing concepts such as marketing mixes, segmentation and marketing strategies as these concepts relate to consumers' behaviour, will provide a basis from which to examine the world of retailing. Specific attention is given to merchandise management that encompasses information planning and control systems, procurement and inventory control systems, as well as the mechanics of ordering and receiving merchandise.
Prerequisite: BUS 239

BUS 242
Introductory Marketing Research
3 credits, 4 hours lecture
Students are introduced to marketing research and its use in organizational decision-making. Major topics to be covered include: the place of research in marketing, research designs, data acquisition and analysis and marketing research in action.
Prerequisites: BUS 110 and BUS 239 (BUS 111 highly recommended)

BUS 246
Business Ethics
3 credits, 3 hours lecture
This course provides an introduction to business ethics. Part philosophy and part business, the course covers a wide array of ethical issues arising in contemporary business life. Major theoretical perspectives and concepts are presented, including ethical relativism, utilitarianism, deontology and virtue ethics. The lessons explore employee issues and responsibilities, leadership and decision making, morality, diversity, discrimination and ethics in marketing and advertising. Corporate social responsibility is also examined, as are that topics of environmental responsibilities, global ethics and regulation concerns in an era of increasing globalization.

BUS 251
Accounting Information Systems
3 credits, 4 hours lecture
Systems analysis and design is introduced with an emphasis on understanding the concepts of analysis, design and implementation of interrelated information systems. Students will define processes and techniques utilized in information systems analysis and design through the use of case studies. Current computer approaches in information system design and implementation will also be investigated.
Prerequisite: BUS 204

BUS 260
Business Law
3 credits, 3 hours lecture
This course provides general knowledge of the laws that govern the formation and effect of commercial contracts, and transactions, and the establishment and operation of business organizations. Topics covered include: laws of contract and tort; creation and organization of sole proprietorships, partnerships, joint ventures and corporations; laws affecting ownership of interest in land; Federal and Provincial employment laws; and the nature of contracts, insurance agreements, leases, mortgages, agreements of sale, chattel mortgages, conditional sales agreements, etc.

BUS 261
Taxation
3 credits, 3 hours lecture
The Income Tax Act is used to analyze the five types of income: employment income, capital gains, income from property, business income, and other income. Deductions from income are also analyzed, as well as the determination of taxes payable. The course focuses on personal taxation, although a brief introduction to corporate taxation is provided toward the end of the course.
Prerequisite: BUS 232

BUS 262
Advanced Taxation
3 credits, 3 hours lecture
In-depth applications approach to the Income Tax Act is covered with a concentration on the corporation and its shareholders with an emphasis on tax planning. Coverage includes computation of income and tax payable for partnerships, trusts and corporations, capital gains, corporate reorganizations, distributions to shareholders, deferred compensation and foreign income and tax treaties.
Prerequisite: BUS 261

BUS 263
Business Simulation
1.5 credits, 24 hours lab
Delivered over portions of two weekends, this course contains a comprehensive, integrated software "game" that simulates a real firm in a real industry. Students are asked to compete as a group against other student teams. Business decision making skills are examined under the duress of competitive pressures, time pressures, and in a team setting.
Prerequisite: Completion of Accounting or Business certificate
Co-requisite: Enrollment in or completion of at least 3 additional second year courses of the appropriate diploma program.

BUS 264
Integrated Case
1.5 credits, 21 hours lab
A comprehensive final examination to the program within a group setting is represented by this course. Students compete against one another as consultants solving real life business problems that have been presented in a case competition format.
Prerequisite: Completion of all other Accounting or Business Diploma courses.

BUS 270
Organizational Behaviour
3 credits, 42 hours lecture
Important theories and research in the Behavioural Sciences are examined and a framework for understanding and predicting human behaviour in the workplace is provided. Topics studied include personality, perception, attitudes, motivation, leadership, job design, organizational design, group dynamics and decision-making processes. The focus is on explaining differences in work effort, performance, absenteeism, turnover and job satisfaction among individuals in the organization.
Prerequisite: BUS 191

BUS 273
Organizational Theory
3 credits, 4 hours lecture
Organizational Theory is concerned with the relationship of organizational design to organizational effectiveness. The course is based on the assumption that management decisions about the structure of the organization, for instance the number of levels in the management hierarchy or the pattern of departmentalization, influence the performance and the survival prospects of the organization. The course describes and evaluates a range of contemporary and historical designs, including, amongst others, the bureaucratic, functional, divisional, matrix and network structures. The implications that factors such as organizational size, strategy, environment, technology and use of power have for organizational design decisions are examined in depth.
Prerequisite: BUS 270

BUS 275
Critical Thinking
3 credits, 3 hours lecture
Students are introduced to analysis and evaluation of the kinds of arguments, theories and problems that are commonly encountered in everyday life. Course material is derived from daily media, textbooks and business situations. Students will improve their own arguments and presentations by drawing sound conclusions from available evidence and arranging reasons well to support conclusions. Topics include detection and diagrams of arguments, syllogisms, fallacies, inductive reasoning, misuse of statistics, empirical and conceptual theories and problem solving.

BUS 279
Performance Management
3 credits, 3 hours lecture
In general terms, this course reviews strategies for optimizing employee performance and behaviour in the workplace. Topics include: goal-setting theory, determination of performance criteria, qualitative and quantitative appraisal techniques and disciplinary procedures.
Prerequisite: HRM 100 or permission of the Program Chair.

BUS 288
Cross-Cultural Management
3 credits, 3 hour lecture
This course is designed to provide students with an understanding of multi-cultural issues in a global and organizational context. Students will have the opportunity to engage and explore relevant topics such as impact of values, stereotypes, multiple identities, and inter-group understanding as they impact individuals and group settings. Learners will develop throughout the course stronger communication skills, knowledge, insights and experiences necessary to be effective in their professional roles.

BUS 291
Advanced Supervision
3 credits, 3 hours lecture
Operational strategies available to managers for utilizing human resources more effectively are the focus of this course. It combines supervision concepts and practices to integrate managerial functions for dealing with organizational situations. Major areas of concern in this course are: planning and controlling, structuring and staffing, directing and influencing and societal concerns affecting organizational life.
Prerequisite: BUS 191

BUS 293
New Enterprise Development
3 credits, 3 hours lecture
This course is intended to provide a foundation to students contemplating starting their own organization (enterprise). It has two distinct components. The first component explores the impact of entrepreneurship and seeks to identify individual strengths and develop further entrepreneurial mindset while the second component provides an introduction to and overview of some of key activities in setting up and starting an organization. Students will explore which skills, behaviours, and competencies facilitate development of a successful entrepreneur. Students will also develop an understanding of key components of entrepreneurial practice and experiment with many of these practices, creativity in particular. By the end of this course, students will have developed a strategy to become competent entrepreneurial practitioners.
Prerequisites: BUS 110, BUS 131 and BUS 239

BUS 294
Project Management
3 credits, 4 hours lecture
This course introduces students to project management. The course will explore the entire life cycle of a project from inception to completion including project initiation, project planning, project execution, project monitoring and control, project completion. Students will learn the basic concepts of project management, the process to initiate and plan a project, what is required to execute, monitor and control project and the steps to close a project. Working in groups, students will be expected to develop and complete an approved project using the Project Management Book of Knowledge (PMBOK). Students will learn to use MS Project to help manage their assigned projects.

BUS 295
Quality Management
3 credits, 4 hours lecture
Concepts and practices of the management of product quality in a business organization are introduced. The course will utilize a Total Quality Management (TQM) perspective. Initially, students will learn the principles by which a consumer-based definition of quality is determined, and then develop methodologies, tools and practices which ensure that quality is 'built into' products (meaning manufactured goods and/or services). Various tools, such as Pareto charts, x-charts and cause-and-effect diagrams will be developed, as well as more comprehensive techniques such as Quality Function Deployment (QFD). Relevant organizational issues such as the need for quality data and information systems and the role of leadership, will also be examined. Students will be expected to display competence in the use of the techniques and practices in various quality measurement and enhancement projects. Several group projects will be assigned.
Prerequisites: BUS 110 and BUS 191 (BUS 111 highly recommended)

BUS 296
Operations Management
3 credits, 45 hours lecture
This course explores operations and supply chain management in manufacturing and service organizations with a focus on sustainability. Topics include key concepts, methodologies, and tools for efficient production, quality control, forecasting, capacity management, sales and operations planning, material requirements planning (MRP), and inventory management. Students will also learn about process design, lean supply chains, global sourcing, procurement, and logistics. The course incorporates case studies, hands-on exercises, and group projects, helping students apply operational techniques like Six Sigma, TQM, and break-even analysis to manage high-quality, efficient operations.
Prerequisites: BUS 110 and BUS 191 (BUS 111 highly recommended)

BUS 297
Selected Topics in Management
3 credits, 3 hours lecture
Periodically the Business Administration Department will offer courses in specialized topics which are not included in the department's normal course offerings. Such courses will be offered under this course name and number. The specialized focus of each offering of this course will be announced in advance. The topic(s) studied will depend on the availability of an appropriately qualified instructor.
Prerequisite: Permission of the Program Chair

BUS 298
Selected Topics in Management
3 credits, 3 hours lecture
Periodically the Business Administration Department will offer courses in specialized topics which are not included in the department's normal course offerings. Such courses will be offered under this course name and number. The specialized focus of each offering of this course will be announced in advance. The topic(s) studied will depend on the availability of an appropriately qualified instructor.
Prerequisite: Permission of the Program Chair

BUS 299
Strategic Management
3 credits, 3 hours lecture
Integrated knowledge that students have developed in their studies of marketing, accounting, economics and organizational behaviour and other areas will be used for strategic planning of an organization. This course will include an examination of the current theory that applies in the field of business policy and group work in case analysis. This will provide students with a strategic perspective from which to make business decisions.
Prerequisite: Completion of all Year 1 courses or Chair permission.

BUS 330
Advanced Financial Accounting
3 credits, 3 hours lecture
This course continues with the further development of the concepts covered in the introductory and intermediate accounting courses. The objectives of financial reporting and focus on specialized areas such as accounting for business combinations, consolidations, and other forms of business formation, including partnership and joint ventures will be re-emphasized. Other topics to be studied include current value accounting, foreign currency translation and accounting for not- for-profit organizations. The knowledge portion of this course will be re-enforced through the discussion of cases covering multiple subjects.
Prerequisite: BUS 231

BUS 333
Management Accounting III
3 credits, 3 hours lecture
Statistical concepts and skills such as regression analysis are further developed and are integrated with financial and accounting concepts to present the student with a range of statistical decision problems unique to the accounting profession. Topics may include regression and correlation analysis, linear programming, short-term decision analysis under certainty and uncertainty, as well as capital budgeting under certainty and uncertainty.
Prerequisite: BUS 234

BUS 334
Management Accounting IV
3 credits, 3 hours lecture
The complexities of and options available for, performing the management accounting control function(s), as it applies to profit-seeking private sector organizations as well as not-for- profit organizations are dealt with in this course.
Prerequisite: BUS 333

BUS 336
Management: Processes & Problems
3 credits, 3 hours lecture
This course is an overview of management accounting information or planning, control and decision-making purposes. The following topics may be covered:
The concept of planning; strategic planning and its implementation Budgeting. Production and marketing. Project planning and control. Design and implementation of management control systems. Discretionary expense centers. Profit centers and transfer pricing. Total performance measurement. Management control in not-for-profit organizations
Prerequisite: BUS 234
NOTE: Students requiring this course for the CMA designation may take the equivalent Athabasca University course, ADMIN 404.

BUSM 201
Introduction to Canadian Business
3 credits, 2 hours lecture, 1.5 hours seminar
Provides students with an introduction to the discipline and the functional areas of business. Students improve computer, presentation, leadership and group skills. Areas covered include introductions to statistics and research and selected areas from accounting, finance, information systems, marketing, operations, strategic management and others.

CHEM 025
Chemistry 025
6 credits, 6 hours lecture
Chemistry 025 begins with an introduction to elements and the Periodic Table, followed by atomic theory and periodicity, chemical bonding and types of compounds, chemical nomenclature and chemical reactions. The remainder of the course focuses on calculations involving measurements in chemistry, the metric system (SI), and scientific notation as applied to gases, solutions (including acids and bases) and stoichiometry.
Alberta Education Course Equivalency: Science 10 (Chemistry unit) and Chemistry 20.
Co-requisites: MATH 010C or permission from the Program Chair

CHEM 030
Chemistry 030
5 credits, 6 hours lecture, 2 hours lab on alternate weeks
Chemistry 030 begins with a review of Chemistry 025, followed by a study of enthalpy changes and calorimetry, equilibrium Bronsted-Lowry acid-base theory and acid-base titrations: oxidation-reduction reactions and electrochemical cells and organic chemistry, including organic reactions and nomenclature of hydrocarbons, aromatics and other functional groups.
Alberta Education Course Equivalency: Chemistry 30
Prerequisite: CHEM 025 or equivalent or permission from the Program Chair

CHEM 101
Introductory University Chemistry I
3 credits, 3 hours lecture, 1 hour tutorial, 3 hours lab every 2nd week
Atoms and molecules, states of matter, chemistry of the elements, relevance and uses of elements and compounds.
Prerequisite: Chemistry 30 or equivalent

CHEM 102
Introductory University Chemistry II
3 credits, 3 hours lecture, 1 hour tutorial, 3 hours lab every 2nd week
Rates of reactions, thermodynamics and equilibrium, electrochemistry and modern applications of chemistry.
Prerequisite: CHEM 101

CHEM 103
Introductory University Chemistry I
3 credits, 3 hours lecture, 1 hour tutorial, 3 hours lab every second week
4.3 Engineering units for the University of Alberta
Atoms and molecules, states of matter, chemistry of the elements, relevance and uses of elements and compounds.
Prerequisite: Chemistry 30 or equivalent
NOTE: Chemistry 103 is restricted to Engineering students only.

CHEM 105
Introductory University Chemistry II
3 credits, 3 hours lecture, 1 hour tutorial, 3 hours lab every 2nd week
3.8 Engineering units for the University of Alberta
Rates of reactions, thermodynamics and equilibrium, electrochemistry and modern applications of chemistry.
Prerequisite: CHEM 103
NOTE: Chemistry 105 is restricted to Engineering students only

CHEM 164
Organic Chemistry I
3 credits, 3 hours lecture, 3 hours lab
Chemistry 164 introduces the relationships between molecular structure, chemical bonding and the properties and reactivity of organic compounds. The nomenclature and stereochemistry of carbon compounds are introduced. The chemistry of functional groups, primary alkanes, alkenes and alkynes, alkyl halides, alcohols and some aromatic compounds is studied through characteristic reactions and reaction mechanisms, especially nucleophilic substitutions, elimination reactions and additions to double bonds.
Prerequisite: Chemistry 30 or equivalent. Restricted to students with CHEM 30 averages of 90% or higher, unless accepted with permission of the Program Chair.
NOTES: 1. This course is designed for students in programs such as Pharmacy which require a full year of organic chemistry to be completed in first year. 2. Students who already have credit for CHEM 101 should register in CHEM 261

CHEM 261
Organic Chemistry I
3 credits, 3 hours lecture, 3 hours lab
Organic Chemistry I introduces the correlation of structure and chemical bonding in carbon compounds with the physical properties and chemical reactivity of organic molecules. With discussion based on selected functional groups, the course will introduce stereochemistry, three-dimensional structure and reaction mechanisms, especially the mechanisms of addition to double bonds, nucleophilic substitution and elimination reactions. Functional groups covered will emphasize hydrocarbons and derivatives that contain halogens, oxygen, sulphur and the hydroxy group.
Prerequisite: Chemistry 101 or 103
*NOTE: Students who have credit for CHEM 161 cannot take CHEM 261 for credit. Engineering students who take this course will receive *4.5.*

CHEM 263
Organic Chemistry II
3 credits, 3 hours lecture, 3 hours lab
Chemistry 263 continues the study of molecular structure and reactivity of organic compounds with oxygen containing functional groups, aromatic compounds, amines and molecules of biological importance. The use of organic spectroscopy in the determination of molecular structure is introduced.
Prerequisite: CHEM 161 or CHEM 164 or CHEM 261

CHSD 101
Child Development 1
3 credits, 45 hours
The growth and development of the child from the prenatal period through eight years of age is studied. Physical, emotional, and language development will be examined through readings, discussion, projects with children, and observing and recording children's behaviour. Students will begin to develop perspective on the history, and the research and theory of child development.

CHSD 104
Guiding Children's Behaviour
3 credits, 45 hours
Understanding the child-centered problem-solving philosophy is the focus of this course. Students learn and practice communication skills with children, including passive and active listening, affirmations, positive communication of guidelines, negotiation and facilitation of children's problem solving. Guidance strategies are examined for developmental appropriateness and applied to both support and modify children's behaviour. Students will also examine how to respect diverse family values and partner with parents when addressing typical and challenging behaviour.

CHSD 105
Personal Development and Interaction
2 credits, 30 hours
The emphasis in this course will be on the growth of each individual in relation to others. Students will set goals for personal growth by identifying personal values, needs, roles, biases, strengths, and weaknesses. Students will demonstrate self-awareness and increased effectiveness in relationships by practicing appropriate self-disclosure, giving and receiving feedback, and expressive and receptive communication skills. They will identify and assess whether their personal qualities match with the professional qualities necessary for the early childhood profession.

CHSD 201
Child Development 11
3 credits, 45 hours
The growth and development of the child from infancy through eight years of age is examined, with the emphasis on social, cognitive, and moral development. Keeping portfolio records of children's development and reflecting on case studies will facilitate the application of child development theory to practice.
Prerequisite: CHSD 101

CHSD 212
Exceptionality 1: Brain/Cognitive
1 credit, 15 hours lecture
An exploration of a variety of cognitive exceptionalities including intellectual disabilities, learning disabilities, and neurobiological conditions common to children in the classroom or care setting. The focus is on strategies and accommodations to support children with these exceptionalities. Mild, moderate, and severe cognitive disabilities, learning disabilities, autism, Attention-Deficit/Hyperactivity Disorder (ADHD), and Fetal Alcohol Spectrum Disorder (FASD) are examined.
*Prerequisite: Enrolled in the EA certificate program **OR** if you are employed in the early learning child care field a letter from your employer on a company letterhead indicating you work with children ages birth to school age.*

CHSD 213
Exceptionality II: Physical/Medical
1 credit, 15 hours lecture
An exploration of a variety of physical and medical exceptionalities common to children in a classroom or care setting. Conditions such as diabetes, cystic fibrosis, cerebral palsy, asthma, seizure disorders, spina bifida, and allergies will be examined. The focus is on strategies and interventions to support children with these exceptionalities.
*Prerequisite: Enrolled in the EA certificate program **OR** if you are employed in the early learning child care field a letter from your employer on a company letterhead indicating you work with children ages birth to school age.*

CHSD 214
Exceptionality III: Introduction to Communication Disorders
1 credit, 15 hours lecture
Working one-to-one with children to improve their oral expressive skills and articulation is a frequent job requirement for educational assistants. Implementing programs prescribed by speech-language, pathologists requires a deep knowledge of language and speech development. Issues and techniques involved in teaching children with communication disorders will be examined.
*Prerequisite: Enrolled in the EA certificate program **OR** if you are employed in the early learning child care field a letter from your employer on a company letterhead indicating you work with children ages birth to school age.*

CHSD 215
Exceptionality IV: Behavioural Disorders
1 credit, 15 hours lecture
A variety of basic teaching techniques and strategies for work with children with behaviour disorders will be explored.
*Prerequisite: Enrolled in the EA certificate program **OR** if you are employed in the early learning child care field a letter from your employer on a company letterhead indicating you work with children ages birth to school age.*

CHSD 218
Supporting Students with Severe Emotional/Behavioural Challenges
1 credit, 15 hours lecture
This course explores various ways to support students with severe emotional/ behavioural challenges in the classroom. Techniques that foster positive behaviour change and strategies that prevent challenging behaviour will be applied through the creation of behaviour support and crisis management plans.
*Prerequisite: Enrolled in the EA certificate program **OR** if you are employed in the early learning child care field a letter from your employer on a company letterhead indicating you work with children ages birth to school age.*

CHSD 219
Supporting Children with Mental Health Concerns
1 credit, 15 hours lecture
This course further examines the characteristics, signs and symptoms of the most common mental health concerns facing children. There will be an emphasis on exploring the stigma of mental illness and examining appropriate strategies to support children.
*Prerequisite: Enrolled in the EA certificate program **OR** if you are employed in the early learning child care field a letter from your employer on a company letterhead indicating you work with children ages birth to school age.*

CHSD 220
School Aged Care
1 credit, 15 hours lecture
This course will provide a brief overview of developmentally appropriate programs for children aged five to twelve outside of their formal school days. We will examine developmental milestones of school-age children, the roles their caregivers play to support their development, optimum school-age care environments, building community and developmentally appropriate curriculum in school-age care settings.
*Prerequisite: Enrolled in the EA certificate program **OR** if you are employed in the early learning child care field a letter from your employer on a company letterhead indicating you work with children ages birth to school age.*

CHSD 223
Working with ELL Children
1 credit, 15 hours lecture
This course will enable the student to develop greater knowledge of the unique needs of ELL (English Language Learner) children. It will provide the Educational Assistant or Early Childhood Educator with ideas and strategies about how to assist ELL children with speaking, reading, writing English, as well as activities for listening to English in a meaningful way.
*Prerequisite: Enrolled in the EA certificate program **OR** if you are employed in the early learning child care field a letter from your employer on a company letterhead indicating you work with children ages birth to school age.*

CHSD 224
Working with Children with Autism Spectrum Disorders
1 credit, 15 hours lecture
This course will enable the student to develop the understanding and skills required to effectively support children with Autism Spectrum Disorders (ADS). It emphasizes best practices in social skills development, behaviour management, sensory integration therapy and communication systems for assisting children with ASD in inclusive programs.
*Prerequisite: Enrolled in the EA certificate program **OR** if you are employed in the early learning child care field a letter from your employer on a company letterhead indicating you work with children ages birth to school age.*

CHSD 225
Working with Communication Disorders
1 credit, 15 hours lecture
Working one-on-one with children to improve their communication skills is a frequent job requirement for Educational Assistants. Educational Assistants are required to understand a variety of treatment approaches for various communication disorders to appropriately implement programs developed by a Speech-Language Pathologist. Issues and techniques involved in teaching children with communication disorders will be discussed.
*Prerequisite: Enrolled in the EA certificate program **OR** if you are employed in the early learning child care field a letter from your employer on a company letterhead indicating you work with children ages birth to school age.*

CHSD 226
Fostering Diverse Learning Environments
1 credit, 15 hours lecture
An introduction to Diversity, Equity, and Inclusion (DE&I) in the classroom. This foundational course provides the opportunity to explore and reflect on the importance of fostering diverse learning environments that support diversity, equity, and inclusion. This includes learning from and with children and families to create a safe and diverse learning environment. Incorporated in this course is a rudimentary history of residential schools in Canada and the principals of Truth and Reconciliation to promote inclusive learning environments.
*Prerequisite: Enrolled in the EA certificate program **OR** if you are employed in the early learning child care field a letter from your employer on a company letterhead indicating you work with children ages birth to school age.*

CLASS 110
The Ancient World
3 credits, 3 hours lecture
This course will survey the history of multiple ancient civilizations. While the primary focus will be on ancient history, the course will introduce to students the study of classics through written records and archaeology.

COMM 103
Interpersonal Communication for the Helping Professions
3 credits, 45 hours lecture
This course is an introduction to communication skills (verbal, nonverbal, and written) for those preparing to work in the helping professions. As it is important to recognize the difference between clients, co-workers and supervisors for successful communication, a basic overview of communication styles and methods as well as basic management types and organizational behavior is included in this course. This course emphasizes the contribution of communication skills to the development of the caring relationship between the helping professional and clients. Students will explore various concepts and principles of therapeutic communication and will consider the implications for professional practice.
Prerequisites: ANPH 100 and ANPH 101or NURS 106

COMP 010
Computer Literacy 010
5 credits, 5 hours lecture
This course is an introduction to microcomputers and basic software applications such as Word 2000 and Excel 2000. This course may be used to fulfill the science requirement of the High School Equivalency certificate.
Alberta Education Course Equivalency: Computer Literacy 10
Co-requisites: AFM 009 and AFL 009 or permission from the Program Chair

COMSC 101
Introduction to Computing
3 credits, 3 hours lecture, 3 hours lab
This course provides an overview of computing science concepts for students with little or no programming background. Topics include representation of data, machine architecture, operating system concepts, properties of algorithms and computational problems, syntax of a high- level procedural programming language; basic data types and control structures. Students do introductory programming for a portion of the course and HTML and web page creation.

COMSC 172
Formal Systems and Logic in Computing Science
3 credits, 3 hours lecture, 1 hour tutorial, 1.5 hours lab
An introductory course to present the tools of set theory, logic and induction, and their use in the practice of reasoning about algorithms and programs, basic set theory, the notion of a function, and counting. Propositional and predicate logic and their proof system will be studied. Inductive definitions and proofs by induction will be covered along with program specification and correctness.
Prerequisites: *100-Level COMSC course*

COMSC 174
Introduction to the Foundation of Computation I
3 credits, 3 hours lecture, 3 hours lab
COMSC 174 introduces algorithmic problem solving, the foundation of computer programming, through a problem-based hands-on approach. Emphasis will be on algorithm design more than on a detailed study of a programming language, though an accessible programming language such as Python will be chosen to provide a practical platform for explorations. The fundamental building blocks of the algorithm will be discussed: control flow, data structures, recursion, modularization and testing. Programming exercises will be selected from application areas relevant to the program of study of enrolled students.

COMSC 175
Introduction to the Foundation of Computation II
3 credits, 3 hours lecture, 3 hours lab
COMSC 175 continues the study of algorithmic problem solving undertaken in COMSC 174. Emphasis will be on higher-level concepts such as functional design and object-oriented programming. Human interface design and construction will also be discussed. Programming exercises will be selected from application areas relevant to the program of study of enrolled students.
Prerequisite: COMSC 174

COMSC 176
Data Communications and Networking
3 credits, 3 hours lecture
This course provides an introduction to computer communications and computer networks. Topics include communication hardware and software, protocols, local area and wide area networks, and network management.

COMSC 178
Introduction to PC Hardware and Systems Configuration
3 credits, 2 hours lecture, 2 hours lab
This course introduces the fundamentals of PC hardware. Students will open up machines, install devices such as hard drives, I/O cards, video cards as well as memory, CD/DVD ROM drives, install operating systems, explore a variety of different software packages, attach communications equipment and supporting software. Topics include system hardware (e.g., motherboards, processors, storage devices, memory), device drivers, operating systems (e.g., Windows, Linux), troubleshooting and maintenance of LAN (Local Area Network)-based PC, etc.

COMSC 201
Practical Programming Methodology
3 credits, 3 hours lecture, 3 hours lab
This course introduces you to the principles, methods, tools, and practices of a professional programmer working in a rich programming environment. The lectures focus on the fundamental principles of programming methodology based on abstract data types and their implementations. The laboratories offer an intensive apprenticeship opportunity for the aspiring software developer. You will use the programming languages C and C+ and software development tools supported by the Microsoft Windows and UNIX programming environment
Prerequisites: COMSC175

COMSC 204
Algorithms I
3 credits, 3 hours lecture, 3 hours lab
The first course of a two-course sequence on algorithm design and analysis stream, with the emphasis on the fundamentals such as searching, sorting and graph algorithms. Examples include divide and conquer, dynamic programming, greedy method, backtracking, and local search methods. Analysis techniques are developed to aid in judging program efficiency.
Prerequisites: COMSC175, COMSC172, MATH1120

COMSC 211
Introduction to Computer Graphics
3 credits, 3 hours lecture, 3 hours lab
Graphical input and output devices; segments; interactive input techniques; user interface design; windowing and clipping; 2D and 3D transformation; 3D modelling and viewing; hidden-line and hidden-surface removal.
Prerequisites: COMSC175 or COMSC201

COMSC 229
Computer Organization and Architecture I
3 credits, 3 hours lecture, 3 hours lab
General introduction to number representation, architecture, and organization concepts of von Neumann machines, assemble level programming, exception handling, peripheral programming, floating point computations and memory management.
Prerequisites: COMSC175

COMSC 239
Computer Organization and Architecture II
3 credits, 3 hours lecture, 3 hours lab
Digital circuits, combinational systems, memory, register transfer, control logic design, CPU design, and advanced topics on micro-architectures.
Prerequisites: COMSC229

COMSC 272
Introduction to Formal Language and Discrete Structures
3 credits, 3 hours lecture, 1 hour lab
This course is an introduction to formal languages and discrete structures for computing science students. Topics include: sets and functions, prepositional calculus, formal proofs, Boolean algebra and applications to logic circuits, first order predicate calculus, induction and recursion, relations, equivalence relations, partial orders, directed and undirected graphs and application to relational database design.
Prerequisite: COMSC 174
Co-requisite: COMSC 175

COMSC 279
Operating Systems
3 credits, 3 hours lecture, 2 hours lab
Students will be introduced to concepts and features commonly found in operating systems. Class discussion will concentrate on traditional operating system topics (processes, memory management, file systems, input/output) as well as distributed operating system topics (communication, synchronization, and distributed file systems). UNIX will be studied as an example of traditional and distributed operating systems.
Prerequisites: COMSC175

COMSC 291
Introduction to File and Database Management
3 credits, 3 hours lecture, 3 hours lab
The course includes basic concepts in computer data organization and information processing; hardware, physical organization, and access methods for fine storage; file I/O; introduction to database systems.
Prerequisites: COMSC201

COMSC 295
User Interfaces
3 credits, 3 hours lecture, 2 hours lab
This course is an introduction to the theory, design, and programming of modern user interfaces. Topics will include human factors; interaction design; usability; software development with graphical user interfaces (GUI) for computers, game consoles and mobile devices; input and output devices (including game controllers).
Prerequisites: COMSC201

COMSC 299
Web Based Internet Technology
3 credits, 3 hours lecture, 3 hours lab
This course introduces students to various aspects of Internet and web technologies such as HTML/XHTML, CSS, XML, and JavaScript/Java through research and project related assignments. The exact topics covered in this course will be at the discretion of the instructor.
Prerequisites: COMSC201

CREE 100
Introductory Cree
6 credits, 4 hours lecture, 1 hour lab
Introductory Cree is a general introduction to Plains Cree (Y dialect) grammar and vocabulary with an emphasis in the practice in speaking and working in the language laboratory. No prior knowledge in Cree is assumed.

CSTST 300
Introduction to Operating Systems
3 credits, 45 hours
An introduction to the understanding and manipulation of various settings of operating systems in relation to hardware and software. Focus is on the configuration and installation of operating systems in order to achieve system optimization skills.

CSTST 301
Requirements Gathering through the use of Object-Oriented Models
3 credits, 45 hours
A survey of the planning and gathering stakeholder requirements to elaborate an appropriate test plan. Emphasis is on developing conceptual models using the structured approach and ensuring the quality of an application.

CSTST 302
Applied Professional Communications
3 credits, 45 hours
A skill-based approach to interacting, communicating effectively in a professional environment, and producing and managing documentation for various mediums.

CSTST 303
Introduction to UNIX, LINUX & the Internet
3 credits, 45 hours
An introduction to the administration of the UNIX/LINUX operating system as well as the correct use of its main tools. Focus is on installing and configuring LINUX and shell scripting fundamentals to automate processes.

CSTST 304
Algorithms
3 credits, 45 hours
An overview of the procedures of algorithms as the logic behind the programming of an application. Emphasis is on translating solutions in relation to a company's requirements into algorithms.

CSTST 305
Introduction to Programming
3 credits, 45 hours
An introduction to programming through a survey of the different stages of the software development life cycle. Algorithms procedures are translated into a programming language by creating and executing different scripts.

CSTST 306
Software Testing Tools
3 credits, 45 hours
A survey of software testing tools to automate the test cases and reports and track bugs. Focus is on preparing the testing environments, installing the required software, planning the activities according to the work process, and executing the task as per the requirements.

CSTST 307
Introduction to Database Design
3 credits, 45 hours
An introduction to the basic concepts of database management systems (DBMS), particularly with the relational model components. Emphasis is on performing real case studies to develop a conceptual scheme, turn it into a logical scheme, implement a database, and formulate an optimal query.

CSTST 308
Internet Fundamentals & Scripting
3 credits, 45 hours
A skill-based approach to internet fundamentals and scripting ensuring the planning, analysis, verification, and validation of all scripts according to the requirements. Emphasis is on several high-level programming languages used in the industry for web development.

CSTST 309
Introduction to Object-Oriented Programming
3 credits, 45 hours
An overview of object-oriented paradigm to translate an algorithm into a program and execute and translate different programs. Focus is on the Java language, which is useful for developing different applications such as mobile applications, web-based applications, etc.

CSTST 310
Web Programming
4 credits, 4 hours lecture
An overview of different concepts and aspects of web programming, including interface, database, web services, etc. Focus is on general skills to develop web applications from the front-end to the back-end.

CSTST 311
Database Design II
4 credits, 4 hours lecture
A skill-based approach to database knowledge with advanced concepts of Database Management Systems (DBMS), Data Management Language (DML), and Data Design Language (DDL). Executing advanced queries, creating and changing a database using Structured Query Language (SQL) with a focus on testing a database and its integrity

CSTST 312
Manual Software Testing
6 credits, 90 hours lecture, 8 weeks in duration
A lab-based review of manual software testing ensuring quality, compliance, and standards of software testing. Emphasis is on performing different techniques by deploying and validating several applications and test cases.

CSTST 313
Automated Testing Tools
6 credits, 90 hours lecture, 8 weeks in duration
A lab-based review of automated testing tools, techniques, and frameworks by creating and executing the scripts for a test case using various tools. The planning, analysis, verification, and validation ensure that all scripts run according to the requirements.

CSTST 314
Big Data
6 credits, 6 hours lecture
An introduction to the fundamentals of Big Data, structured and unstructured data, and the steps of data collection, monitoring, storge, analysis, and reporting processes. Focus is on architectural components of Big Data, frameworks like Hadoop and Map Reduce, and executing a scalable big data analysis.

CSTST 315
Work Integrated Learning
4 credits, 210 hours practicum/work placement, 7 weeks in duration
A task-based performance which facilitates participation and integration into the job market and ensures the production and management of documentation, quality of an application, and designing and development of hypermedia applications with in internal and global networks.
Prerequisites: CSTST 310, 311, 312, 313, 314

CSTST 316
Advanced Professional Integration Project
4 credits, 210 hours lab, 7 weeks in duration
A practical project concerning proposing a question/problem, distributing team roles and responsibilities, following methodology, documenting the results, presenting the project, and defending before a jury. Focus is on designing and developing a hypermedia application within internal and global networks, as well as ensuring the quality of an application.
Prerequisites: CSTST 310,311, 312, 313, 31

CSTST 320
Introductory Professional Integration Project
3 credits, 45 hours
A practical project concerning proposing a question/problem, distributing team roles and responsibilities, following methodology, documenting the results, presenting the project, and defending before a jury. Focus is on implementing an application by planning, configuring, validating, and ensuring follow-ups.
Prerequisites: CSTST 300, 301, 302, 303, 304,305, 306, 307, 308, 309

CTS 001
Career Technology Studies - Energy and Mines
5 credits, 4 hours lecture, 4 hours lab
This course is composed of several modules designed to promote among learners an awareness of the variety of careers they might pursue within the oil sands industry. Beginning with an overview of geology and a discussion of the issues surrounding the use of non-renewable resources, this course focuses on providing an overview of the attitudes and competencies required in this industry, as well as the highlights of oil sands mining and synthetic crude oil production. A career transition package of practical skills completes the course.
Prerequisite: Grade 9 program of studies or the equivalent

CTS 002
Career Technology Studies - Environmental Issues in the Oil ands Industry
5 credits, 6 hours lecture
This course provides practical activities that raise an awareness of the concept of responsible stewardship with respect to how industry, particularly the oil sands industry, tailors its decision-making processes to do no harm to the ecological balance of the environment in which it operates. The learner will engage in discussions and projects designed to examine present impacts of industry on the environment as well as steps being taken to control these impacts. This course concludes with an examination of the effects of emerging technologies that will be used in future projects in order to understand and minimize environmental effects of these technologies.
Prerequisite: Grade 9 program of studies or the equivalent

CYC 100
Introduction to Child & Youth Care
3 credits, 45 hours lecture
An introduction to the profession of Child and Youth Care, examining historical developments and their impact on child and youth care practices today. The course focuses on three central themes: i) the children, youth, and families served; ii) the role of the child and youth care practitioner; and iii) self-awareness.

CYC 101
Child & Youth Care Methodology
3 credits, 45 hours lecture
An introduction to the methods and approaches used in creating and maintaining the wellbeing and development of children, youth and families. Emphasis is on understanding the relationship between systems theory, families, and family dynamics, with a specific focus on self-awareness and critical reflection.

CYC 102
Introduction to Treatment
3 credits, 45 hours lecture
Introductory exploration of relationship centered, and intentional interventions designed for the treatment of human behaviour. Selected theoretical approaches and strategies are examined using case studies and simulations to increase awareness of the wide range of treatment possibilities designed for children, youth and families.

CYC 103
Diversity in Child & Youth Care Practice
3 credits, 45 hours lecture
Examination of current and historical issues of oppression, equality, and privilege and the relation to children, youth, and families. Students will explore personal cultural beliefs and worldviews and demonstrate critical thinking skills. Topics that will be discussed include race, racism, diversity, social inequality, gender and sexuality, colonialization, immigration and multiculturalism, ability, and types of family systems.

CYC 104
Therapeutic Activities
3 credits, 45 hours lecture
An introduction to the methods used in creating and maintaining a therapeutic milieu, with a specific focus on self-awareness. As many students enter this field for personal reasons and with personal histories that reflect an interest in the ways that children and youth can benefit from the intervention of trained professionals, it is important that students understand their own styles of interacting.

CYC 120
Practicum I
5 credits, 240 hours practicum
This course is an introductory field placement where students have the opportunity to identify, practice, and incorporate skills and theory taught in the classroom. Observation and reflection are key components in addition to supervisory and mentoring opportunities and integration of ethics and values.
Co-requisites: 3 first year courses including CYC 101 and CYC 101

CYC 200
Youth Justice
3 credits, 45 hours lecture
This course examines relevant legislation and regulations related to the practice of Child and Youth Care including the Child, Youth and Family Enhancement Act and Youth Justice Act. Investigation of complex needs of young offenders through the lens of promoting rehabilitation, community safety, personal growth and development is explored. Identification of recurring social issues, barriers and the role of Child and Youth Care Workers in advocating for this vulnerable population will be explored.

CYC 201
Counselling Process, Progress, & Evaluation
3 credits, 45 hours lecture
This course is designed to provide an overview of the theoretical models of person-centered counselling, cognitive behavioral counselling, short-term and solution-focused counselling, and motivational interviewing. The focus is on introducing and providing students with a set of interviewing skills for use in their work with clients. Ethics, diversity, and self-awareness regarding student's personal values and beliefs and how these impact therapeutic relationships will be explored.

CYC 202
Child & Youth Mental Health & Addiction
3 credits, 45 hours lecture
This course introduces students to the complex issues of mental health and addiction significantly impacting children, youth, families and communities. These challenges are examined with emphasis upon evidenced based practice, support, and treatment approaches. Students examine models and theories of addiction, attitudes and values toward substance use, and the complex relationship between mental health and addictions. The impact of attachment, trauma, resilience, and self-regulation will be explored as well as a basic overview of the common classes of psychoactive drugs, highlighting typical responses and common side effects within the context of Child and Youth Care practice setting.

CYC 203
Family Violence, Abuse and Trauma
3 credits, 45 hours lecture
This course provides an examination of the issues, impacts and concerns associated with family violence, abuse, and trauma in society. Emphasis is focused on the impacts of physical, sexual, and emotional abuse of children, youth, and partners from a familial and larger systemic perspective. Treatment needs of the abused and the offender are explored including the importance of advocacy work, support and prevention. An anti-oppression perspective will be utilized to focus on the issues of power imbalance and resulting forms of abusive behavior.

CYC 204
Ethics & Practice in Crisis Intervention
3 credits, 45 hours lecture
Students are introduced to Crisis Intervention strategies and techniques commonly utilized when assessing and intervening with children, youth, and families. Various evidenced based practice approaches, including crisis intervention theory, are explored to effectively address and respond to stressful situations in a variety of settings. The necessity of developing a trusting and supportive relationship between the Child and Youth Care worker and the child/youth is explored. Students are introduced to the importance of documentation as an essential component of crisis intervention planning as well as ethical considerations and challenges within the scope of Child and Youth Care.

CYC 205
Group Work
3 credits, 45 hours lecture
Students will be introduced to a skills-based approach to developing, implementing, and evaluating effective group work experiences. There will be an emphasis on exploring group dynamics, group intervention, group conflict, and group leadership. Students will draw on their own personal experiences and will have an opportunity to facilitate a group activity and provide feedback to peers. Participation in group activities including discussion, team building activities and skill development will allow students the opportunity to highlight the importance of emotional wellbeing and resilience among group participants.

CYC 220
Practicum II
5 credits, 240 hours practicum
Students completing this practicum will focus on direct interactions with children, youth, and family. Students will be challenged to improve and enhance the skills and techniques that were introduced in Practicum 1. Continued focus is on developing strong communication skills and building relationships that are inclusive, strength-based, collaborative, and anti-oppressive.
Prerequisites: CYC 120
Co-requisites: CYC 200, CYC 201, CYC 202, CHSD 201

CYC 221
Practicum III
5 credits, 240 hours practicum
This practicum provides students with a final opportunity to strengthen communication and relational skills, crisis intervention techniques and harm reduction principles while working with vulnerable children, youth, and families.
Prerequisites: CYC 220, CYC 202, CYC 201 and CYC 200
Co-requisites: CYC 203, CYC 204, CYC 205 and NATST 201

DIGM 101
Community Management I – Monitoring
3 credits, 3 hours lecture
A study of social media monitoring skills to identify the trends, current and potential customer data, customer behaviour, and general marketing research in the web and social media context.

DIGM 102
Community Management II - Relationship Management
3 credit hours, 3 hours lecture
A study of customer relations management skills to identify customer service and complaint handling dimensions to ensure customer satisfaction. Focus is on developing the interest of all users in the product, company, and brand.

DIGM 103
Marketing Strategy for Digital Platforms
3 credit hours, 3 hours lecture
An introduction to adopting strategies to market a company, a product, or a brand in the broadest sense on different digital platforms.

DIGM 104
Marketing Communication & Digital Platforms
4 credits, 4 hours lecture
A review of the concept of "media" (particularly social networks) in relation to the marketing plan. Focus is on social media, its popularity, novelty, and its constant evolution.

DIGM 105
Promoting Products & Services through Mass Media
4 credits, 4 hours lecture
The exploration of the media plan from a more traditional perspective, i.e., based on television and radio. Focus is on a company's media plan today, complementing other marketing actions that are more focused on social media.

DIGM 106
Search Engine Optimization (SEO)
4 credits 4 hours lecture
An introduction to the concept of Search Engine Optimization (SEO) as the process of improving the quality and quantity of website traffic to a website or a web page from search engines targeting unpaid traffic rather than direct traffic or paid traffic.

DIGM 107
Search Engine Marketing (SEM)
6 credits, 6 hours lecture
An introduction to the concept of Search Engine Marketing (SEM), as a form of Internet marketing that involves the promotion of websites by increasing their visibility in search engine results pages primarily through paid advertising.

DIGM 108
Content Editing for Digital Platforms
4 credits, 4 hours lecture
A review of editing tools to manage, correct, and control the web page content without recourse to web admins or web programmers. Focus is on Content Management Systems (CMSs), which allow the editing of texts on websites on the internet.

DIGM 201
Digital Media Integration - Design & Computer Graphics
6 credits, 6 hours lecture
A survey of digital media design, visual content creation, and the proper integration of all graphic elements into a web page

DIGM 202
Content creation for Digital Platforms & Communities
6 credits, 6 hours lecture
A review of content creation as a key factor in today's marketing to ensure referencing of pages, feeding the social community, building loyalty, and enriching the brand.

DIGM 203
Strategic Monitoring of the Web & Social Media
6 credits, 6 hours lecture
A more advanced course in strategic social media monitoring skills concerning competitors, their social media groups, the industry and society in general in order to identify trends and adjust to ongoing storms and changes in public opinion.

DIGM 204
User Experience with Digital Platforms
4 credits, 4 hours lecture
An outline of controlling the interface and organization of the website from a UX (User Experience) perspective as a set of principles about an ideal web page or site. Focus is on examining a website and interface from a UX perspective and identifying what needs to be improved to ensure a satisfactory user experience while still meeting marketing objectives.

DIGM 205
Developing Media Plan
4 credits, 4 hours lecture
The exploration of the use of social media for advertising purposes. Focus is on determining media goals and objectives, determining the target audience, considering the frequency and reach, and analyzing and optimizing campaign performance.

DIGM 206
Integrated Customer Service Management
4 credits, 4 hours lecture
A study of the significance of adopting a customer approach in the context of social media interactions. Focus is on the new trend in which customers use social media for various reasons, such as complaints and referrals.

DIGM 207
Integration into the Profession
3 credits, 3 hours lecture
An introduction to the profession of digital marketing technician exploring potential employers, entrepreneurial opportunities, salary and employment prospects, tasks, differences between a corporate and agency job, availability requirements, desirable qualities, etc.

DIGM 220
Work Integrated Learning
4 credits, 210 work/practicum hours
A capstone work placement course in which the skills and knowledge learnt during the program are applied, and links are made and integrated into a coherent whole in the workplace environment in the field of business management.
Prerequisites: DIGM 101, 102, 103, 104, 105, 106, 107, 108, 201, 202, 203, 204, 205, 206, 207

DIGM 230
Professional Integration Project
4 credits, 210 hours, duration 6 weeks
A capstone project course in which the skills and knowledge learnt during the program are applied, and links are made and integrated into a coherent whole. Focus is on developing a media plan and strategic marketing of the web and social media.
Prerequisites: DIGM 101, 102, 103, 104, 105, 106, 107, 108, 201, 202, 203, 204, 205, 206, 207

Drama 112
Play Analysis
3 credits, 45 hours
A study of the nature and elements of drama through the critical analysis of plays and the consideration of creative solutions to their production.

EA 100
Role of the Educational Assistant
3 credits, 45 hours
This course focuses on the skills and attitudes essential for paraprofessionals to provide meaningful support to students and teachers in educational environments. The emphasis will be on: development of a personal philosophy of education, understanding of school and board educational philosophies and practices, professional ethics and responsibilities, the teacher/ educational assistant team, the educational assistant's role within a multidisciplinary team and development of skills to achieve the flexibility necessary for the changing roles of the educational assistant.

EA 102
Language and Literacy
3 credits, 45 hours
The focus of this course is developing strategies to support school age children's language and literacy development. Patterns of development in language and literacy are examined. Supports for English Language Learners will be studied, with an emphasis on incorporating Indigenous teachings and literature into language and literacy settings. The importance of creative use of quality literature to establish a language-rich environment will also be examined.

EA 110
Practicum I
3 credits, 120 hours practicum
Students have an opportunity to put theory into practice by working with children in community settings including daycare, preschool and kindergarten classes. Students must provide their own transportation to assigned practicum, keep time sheets, and a daily record of progression in the Practicum Booklet. Practicum may be repeated or extended when deemed necessary by the Early Learning Child Care (ELCC) department.
Prerequisite or Co-requisite: 3 certificate courses including CHSD 104
Co-requisite: EA 125

EA 116
Health and Safety Considerations for Working with Children
1 credit, 15 hours
This course emphasizes the importance of health and safety practices for young children and the staff who work with them. The ability to recognize and respond appropriately to many common health issues within inclusive programs will be explored.

EA 125
Practicum Seminar I
1 credit, 15 hours
This course provides a forum to support and debrief practicum experiences and explore the integration of theory with practice. The responsibilities and ethical behaviour of childhood professionals will be discussed. Students will be introduced to resource files as a method of organizing professional information and curriculum ideas.
Prerequisite or Co-requisite: 3 first year courses including CHSD 104
Co-requisite: EA 110

EA 202
Exploring Exceptionalities
3 credits, 45 hours
This course advances student understanding about exceptionalities and current issues in the field of inclusive education in regular preschool, elementary, junior and senior high school settings. Strategies, assessment and intervention to support the wide variety of students with exceptionalities that Educational Assistants will encounter in Alberta's schools will be explored.
Prerequisite or Co-requisite: CHSD 101 or ELCC certificate or permission of the Program Chair.

EA 206
Developing Numeracy in the Elementary Classroom
2 credits, 30 hours
Children's developing math concepts and abilities at the pre- math and early math levels will be studied and observed. The emphasis will be the educational assistant's role in observing children's responses to math lessons and supporting and adapting learning experiences to meet individual learning goals. Awareness of approaches and strategies to remediate math learning will be examined. Access to groups of children is necessary to fulfill the requirements of the course.

EA 210
Practicum II
4 credits, 150 hours practicum
This course allows the students to build on skills learned in Practicum I and to demonstrate increasingly complex communication, guidance and problem solving skills with children. Placements for this practicum will be with mentor teacher/educational assistant teams in middle and upper elementary grades or older.
Prerequisites: EA 110 and EA 125

EA 211
Reading Support for Emergent Readers
3 credits, 45 hours
Students will gain an understanding in supporting children's literacy development in the areas of auditory processing, language processing, sight vocabulary, reading practice and writing development. Practical strategies for working with a variety of reading remediation programs will also be explored. Access to groups of children is necessary to fulfill the requirements of the course.
Prerequisite: EA 102

EA 217
Adolescents in the Classroom
1 credit, 15 hours
This course will enable the student to develop a greater knowledge of the unique needs of adolescents by examining adolescent development. It will provide the educational assistant with a repertoire of strategies and interventions to effectively support adolescents and their junior/senior high teachers. The goal will be to meet the academic, social and behavioural needs of the adolescent.
Prerequisite: EA 202 or ELCC 301

EA 225
Practicum Seminar II
1 credit, 15 hours
This course provides a weekly forum to support and debrief practicum experiences and explore the integration of theory with practice. Students will practice applying knowledge of the role of the educational assistant and guidance skills to real-life situations.
Prerequisites: EA 110 and EA 125
Co-requisite: EA 210

EAP 100
English for Academic Purposes I
20 credits, 300 hours lecture
English for Academic Purposes I is an introductory English language course. Curriculum focuses on increasing students' abilities in reading, writing, listening, and speaking for academic purposes. Through interactive activities, students will be introduced to resources that support their learning.
Prerequisite: Canadian Language Benchmark (CLB) 4, with scores of 4, 4, 4, 4 in the skill areas of reading, writing, listening, and speaking respectively, or equivalent in IELTS, TOEFL, CAEL and MELAB.

EAP 200
English for Academic Purposes II
20 credits, 300 hours lecture
English for Academic Purposes II is an intermediate English language course. In addition to strengthening students' abilities in reading, writing, listening, and speaking, students will gain skills necessary to recognize language signals in an academic lecture and develop note-taking strategies to better manage information intake. Students will also be introduced to academic expectations at the post-secondary level.
Prerequisite: EAP 100 English for Academic Purposes I or Canadian Language Benchmark (CLB) 6, with scores of 6, 6, 6, 6 in the skill areas of reading, writing, listening, and speaking respectively, or equivalent in IELTS, TOEFL, CAEL and MELAB.

EAP 300
English for Academic Purposes III
15 credits, 300 hours lecture
English for Academic Purposes III is the bridging course for students into academic study at the post-secondary level. While attending EAP 300 classes, students will apply their learning in one college level course in a program of their choice. The course will focus on scholarly research, academic writing, academic integrity, effective reading, presentation skills, critical reading, and time management for academic success.
Prerequisite: EAP 200 English for Academic Purposes II or Canadian Language Benchmark (CLB) 7, with scores of 7, 7, 7, 7 in the skill areas of reading, writing, listening, and speaking respectively, or equivalent in IELTS, TOEFL, CAEL and MELAB. Applicants must also meet the academic pre-requisites for the one College Preparatory or college level course in the program of their choice.

EAS 100
Planet Earth
3 credits, 3 hours lecture, 3 hours lab
Introduction to the origin and evolution of the Earth and the solar system. Introduction to plate tectonics and the rock cycle. Simple energy balances and interactions between radiation and the atmosphere, land, oceans, ice masses and the global hydrological cycle. Evolution of life, biogeography and global climate in the context of geologic time. The carbon cycle. Human interaction with the Earth. Mineral and energy resources.

EAS 105
The Dynamic Earth Through Time
3 credits, 3 hours lecture, 3 hours lab
The plate tectonic framework of a dynamic Earth as it relates to the origin of major groups of minerals and rocks. Earthquakes, structural geology and the origin of mountain belts. Surface processes and their sedimentary products. History of life and extinctions.
Prerequisite: EAS 100 or 102
NOTE: Not available to students with credit in EAS 101

EAS 208
Introduction to Global Change
3 credits, 3 hours lecture
To study the natural and anthropogenic causes of global scale environmental change: the role of the atmosphere, oceans, biosphere and cryosphere in the process of environmental change; relationships between levels of technology and development, and the character of environmental change associated with human activity.
Prerequisite: Any 100-level Science course

ECON 101
Introduction to Micro-Economics
3 credits, 3 hours lecture
This course examines how individuals and firms use their scarce resources to attain economic goals, and how different economic systems try to solve this central problem of scarcity. Focus is on how individuals make consumption decisions and how firms determine how much to produce and what price to charge, given their costs and the market structure of the industry they operate within. The topics of economic functions of government, labour market fundamentals, environmental economics, and income inequality are also examined.

ECON 102
Introduction to Macro-Economics
3 credits, 42 hours lecture
This introductory course in Macroeconomics provides a basic understanding of the macroeconomy with an emphasis on Canadian problems and policies. It explains the performance of the overall macro economy, as measured by key economic indicators. Keynesian and Monetarist theories are examined and used as a framework to analyze and evaluate the effects of government fiscal and monetary policies on income, employment, and inflation. International economic issues of free trade, balance of payments, and exchange rates are also examined and discussed.
Prerequisite: ECON 101 or permission of the Program Chair

ECON 341
Money and Banking
3 credits, 3 hours lecture
This course will primarily focus on the supply of money and elementary issues of monetary control. Topics will include the analysis of money and credit in the exchange process, financial intermediaries, commercial banking and central banking.
Prerequisite: ECON 101 and ECON 102

EDPRA 250
Orientation to Teaching
3 credits, 3 hours lecture, 60 hours practicum
This course is made up of two different but integrated components. The course content focuses on the various roles teachers have to perform while the practicum portion gives students the opportunity to observe and participate in the life of classrooms and work in a limited way with students at different levels. This course will include 60 hours of practicum.
NOTE: The grading system for this course is Pass/Fail EDPY 302 (pending approval)

EDPY 302
Learning and Development in Childhood
3 credits, 3 hours lecture
This is an introductory--level course in human development and learning. This course is directed towards students who expect to work with children (ages 0--12). It is designed to provide students with the opportunity to study childhood development and learning with a particular focus on the application of theory to educational practice. In this course students will gain an understanding of how children from a diversity of backgrounds develop and learn and how teachers can provide appropriate learning opportunities that support students' educational, physical, cognitive, social, cultural, moral, and psychological development.
Prerequisite: EDU 100 or approval of the Chair.
NOTE: Credit cannot be received for both EDPY 302 and EDPY 200 or PSYCH 223

EDU 100
Contexts of Education
3 credits, 3 hours lecture
This course provides an introduction to education with an emphasis on exploring what it means to be a teacher in contemporary society. Education will be explored in different contexts and from the following perspectives: historical, sociological, philosophical, Indigenous, political, and ethical. While the main focus of this course is teaching in Alberta K-12 schools, comparisons will also be made with education in other contexts. This course focuses on the different contexts of professional practice with education. It critically examines the complex social relationships among educators as professionals and learners as participants in educational institutions.
NOTE: Credit cannot be received for both EDU 100 and EDFX 200 or equivalent

EDU 210
Introduction of Educational Technology
3 credits, 3 hours lectures, 3 hours lab
This course examines frameworks, trends, issues, and futuristic scenarios on the role of technology in education. Students will gain hands-on experience in using technology, with a special emphasis on strategies for integrating technology into the school curriculum. Students may not receive credit for both EDU 210 and EDIT 202.
Prerequisite: EDU 100

ELCC 102
Language and Literacy in Early Childhood
3 credits, 45 hours
A focus on the art of conversing with children and promoting skills that will lead to reading and writing, will be emphasized. Experiences to further the language and literacy of children in school-age care will be explored. Practices to select and evaluate quality children's literature to promote a child-centered, play-based environment will be focused on. An introduction to American Sign Language, strategies for English Language Learners, and adaptive language tools will be applied.
Prerequisite: CHSD 101

ELCC 106
Learning Through Play
3 credits, 45 hours
This course introduces the student to the nature, value, and development of play in the lives of children. How adults become involved in and provide for children's play is emphasized. Students will gain experience observing, supporting, and extending play and learning. Access to groups of young children is necessary to fulfill the course requirements.

ELCC 110
Practicum I
4 credits, 165 hours practicum
Students have an opportunity to put theory into practice by working with children in the Keyano preschool and community settings including daycare, preschool and kindergarten classes. Students must provide their own transportation to assigned Practicum, keep time sheets, and a daily record of progression in the Practicum booklet. Practicum may be repeated or extended when deemed necessary by the ELCC department.
Prerequisite or Co-requisite: ELCC 125 and 3 first year courses including CHSD 104

ELCC 116
Nutrition, Health & Safety
2 credits, 30 hours
This course emphasizes the importance of optimal nutrition, health and safety practices for young children and the staff who work with them in early childhood settings. Alberta's child abuse protocol will be covered.

ELCC 123
Creative Experiences for Young Children
3 credits, 45 hours
Understanding and appreciation of children's creativity and creative expression will be gained through observing children, and studying the developmental patterns in art, music, and movement. Students will learn how to select, adapt, create, and implement resources in developmentally appropriate ways. Students will be challenged to further their own comfort and skills in both supporting and extending children's creative expression.

ELCC 125
Practicum Seminar I
1 credit, 15 hours
This course provides a weekly forum to support and debrief practicum experiences and explore the integration of theory with practice. The types of early childhood programs, the legislation governing those programs and the responsibilities and ethical behaviour of early childhood professionals will be discussed. Students will be introduced to resource files as a method of organizing professional information and curriculum ideas.
Co-requisite: ELCC 110

ELCC 131
WIL I
3 credits, 140 hours practicum
This work integrated learning course is the practical application of academic studies, under the supervision of an industry mentor. Demonstration of introductory level early learning and childcare concepts focused on foundational child development and communication skills will be required. Primary responsibilities will be assigned in entry level early learning and childcare organizations.
Prerequisite: CHSD 101 & CHSD 104

ELCC 132
WIL II
3 credits, 140 hours practicum
This work integrated learning course is the practical application of academic studies, under the supervision of an industry mentor. Demonstration of introductory level early learning and childcare concepts focused on foundational child development and communication skills will be required. Primary responsibilities will be assigned in entry level early learning and childcare organizations.
Prerequisite: ELCC 131 & ENGL 100

ELCC 133
WIL III
3 credits, 140 hours practicum
This work integrated learning course is the practical application of academic studies, under the supervision of an industry mentor. Demonstration of introductory level early learning and childcare concepts focused on foundational child development and communication skills will be required. Primary responsibilities will be assigned in entry level early learning and childcare organizations.
Prerequisite: ELCC 106, ELCC 123 and ELCC 132

ELCC 134
WIL IV
3 credits, 140 hours practicum
This work integrated learning course is the practical application of academic studies, under the supervision of an industry mentor. Demonstration of introductory level early learning and childcare concepts focused on foundational child development and communication skills will be required. Primary responsibilities will be assigned in entry level early learning and childcare organizations.
Prerequisite: CHSD 102, CHSD 201 and ELCC 133

ELCC 135
WIL V
3 credits, 140 hours practicum
This work integrated learning course is the practical application of academic studies, under the supervision of an industry mentor. Demonstration of introductory level early learning and childcare concepts focused on foundational child development and communication skills will be required. Primary responsibilities will be assigned in entry level early learning and childcare organizations.
Prerequisite: ELCC 134 and ELCC 206

ELCC 206
Planning for Play
3 credits, 45 hours
Implementing a child-centered play-based program is the focus of this course. Students will learn and practice using observations of children's play interests and abilities as a basis for planning. Methods of extending play and learning will be examined, including developmentally appropriate group experiences such as whole group time, field trips, and community guests. An understanding of the math and science learning that children demonstrate in their play and how to plan curriculum to enhance this learning will be covered. Access to groups of young children is necessary to fulfill the planning requirements of the course.
Prerequisite: ELCC 106

ELCC 210
Practicum II
5 credits, 210 hours practicum
This course allows the students to build on skills learned in Practicum I and to demonstrate increasingly complex communication, guidance and problem solving skills with children. The student will demonstrate good planning and implementation of a developmentally appropriate program.
Prerequisite: ELCC 110 and ELCC 125
Co-requisite: ELCC 225 and 6 certificate courses

ELCC 225
Practicum Seminar II
1 credit, 15 hours
This course provides a weekly forum to support and debrief practicum experiences and explore the integration of theory with practice. The Early Childhood Environment Rating Scale (ECERS), used by the Alberta Day Care Office to assess program quality, will be examined.
Prerequisite: ELCC 110 and ELCC 125
Co-requisite: ELCC 210

ELCC 330
Ecology of the Family
3 credits, 45 hours
This course provides an overview of the family in today's society and increases the students' understanding of family dynamics and diversity. The focus is on the ecology of the family with particular reference to poverty, affluence, violence, the women's movement, and the child's rights. A collaborative approach to family-staff communication and involvement will be applied. 'A Practice of Relationships' from the Alberta Curriculum Framework will also be explored.
Prerequisite: ELCC Certificate or equivalent
NOTE: Not available to students with credit in ELCC 303 and ELCC 304.

ELCC 331
Understanding Children's Behaviour
3 credits, 45 hours
The emphasis of this course is on examining behaviours of children that practitioners find most challenging including; anger and aggression, non-compliance, high sensitivity, attention problems and bullying. Students will expand existing skills for designing an encouraging classroom. Students will study the effects of the physical and interactional environment on behaviour.
Prerequisite: ELCC Certificate or equivalent
NOTE: Not available to students with credit in ELCC 309.

ELCC 332
Inclusion in Child Care Settings
3 credits, 45 hours
This practical course is designed so that students may increase their knowledge of competency-based practices and the current issues in the field of inclusion in Canada. We will explore the principles and practice of quality inclusion that are currently in place in the community. We will use concrete, play-based strategies for the inclusion of children with special needs into community settings.
Prerequisite: ELCC Certificate or equivalent
NOTE: Not available to students with credit in ELCC 301.

ELCC 333
Environments and Programming
3 credits, 45 hours
This course is designed to enable students to increase their understanding of child-centered developmentally appropriate programming. Methods of curriculum planning and record keeping will be examined with an emphasis on play-based emergent curriculum. Students will explore ways of using space and materials creatively in their own centres to make children's individual and group play experiences developmentally appropriate. The impact of environment and programming with reference to developmentally appropriate practices and the Alberta Curriculum Framework will be a key issue. Being able to fulfill planning assignments in a program setting is required.
Prerequisite: ELCC Certificate or equivalent
NOTE: Not available to students with credit in ELCC 302 and ELCC 307

ELCC 334
Practicum III
4 credits, 185 hours
This practicum course is designed to help students translate early childhood theory into developmentally appropriate practice with children. The ability to self-reflect on one's practice through writing and discussion is emphasized.
Prerequisite: ELCC Certificate or equivalent
NOTE: Not available to students with credit in ELCC 320 and ELCC 321

ELCC 335
Practicum Seminar III
1 credit, 15 hours
This course provides a weekly forum to support and debrief practicum experiences and explore the integration of theory with practice. The reflection on emerging practice competencies is emphasized.
Prerequisite: ELCC Certificate or equivalent
Co-requisite: Two 300 level ELCC courses (prerequisite or co-requisite)

ELCC 340
Anti-Bias Education in Child Care
3 credits, 45 hours
This programming course emphasizes the importance of providing curriculum that demonstrates the four goals of Anti-Bias Education. Students are encouraged to recognize their own social and economic biases, and critically examine their program for evidence of human diversity, and develop strategies to promote self-awareness, confidence, family pride and positive social identities. Students will be involved in an action project to implement change in practice.
Prerequisite: ELCC Certificate or equivalent
NOTE: Not available to students with credit in ELCC 308.

ELCC 341
Child Care Organization & Administration
3 credits, 45 hours
This course focuses on Child Care program administration. Child Care regulations and licensing policies for Province of Alberta will be covered. Topics will include financial management, staffing, relationships with families, and organization. Staff leadership including mentoring and coaching will also be covered.
Prerequisite: ELCC Certificate or equivalent

ELCC 342
Supporting Children & Families in Indigenous Contexts
3 credits, 45 hours
Focus on past traditions and contemporary issues facing Indigenous children, families and communities. Emphasis on deepening knowledge and enhancing skills for education, caring and working in partnership with Indigenous people.
Prerequisite: ELCC Certificate or equivalent

ELCC 343
Interpersonal Relationships, Ethics & Team Dynamics
3 credits, 45 hours
The emphasis of this course will be on developing, refining and practicing skills to build and maintain relationships with others, particularly as they refer to the issues and ethical problems that face caregivers in the field of Early Learning and Child Care. The students will gain a stronger understanding of team concept, group and team dynamics and the various roles that exist within teams and will develop capacity to improve their team performance. Students will examine and implement the CCCF Code of Ethical Conduct. Skills for responsible action in resolving ethical dilemmas will be studied.
NOTE: Not available to students with credit in ELCC 305 and ELCC 306.

ELCC 344
Practicum IV
4 credits, 185 hours
This practicum course is a continued enhancement in translating theory to practice with children. The ability to analyze and apply feedback from a variety of sources and reflect on practice and skill development is emphasized.
Prerequisite: ELCC Certificate or equivalent
NOTE: Not available to students with credit in ELCC 320 and ELCC 321

ELCC 345
Practicum Seminar IV
1 credit, 15 hours
This course provides a weekly forum to support and debrief practicum experiences and explore the integration of theory with practice. The reflection on established practice competencies is emphasized.
Prerequisite: ELCC 334 Practicum III and ELCC 335 Practicum Seminar III
Co-requisite: ELCC 344 Practicum IV, Six 300 level ELCC courses (prerequisite or co-requisite)

ELCC 350
Infants and Toddlers
3 credits, 45 hours
This course focuses on the developmental needs of children from birth to 36 months. Designing appropriate experiences and environments for children will also be covered. Responsive, respectful care, communication with children and families, and relationship building will be examined. Being able to fulfill planning assignments in a program setting is required.
Prerequisite: ELCC Certificate or equivalent

ELCC 351
School Aged Care
3 credits, 45 hours
This course will focus on the developmental characteristics and interests of school aged children (aged 6-12). High quality out of school care programing will be explored including environments, relationships, activities to foster independence, and an emergent curriculum. Being able to fulfill planning assignments in a program setting is required.
Prerequisite: ELCC Certificate or equivalent

ELCCA 100
Introduction to Child Care
3 credits, 45 hours
ELCCA 100 is an introduction to a child-centered approach to working with young children. A main focus is the roles and responsibilities essential to ensuring quality care for young children, including a positive approach to guiding behaviour. Provincial standards of care will be reviewed. Students will also develop understanding of the relationship between play and child development, and how to observe and facilitate learning through play.
Prerequisite: Grade 10 or equivalent

ENCMP 100
Computer Programming for Engineers
3 credits, 3 hours lecture, 1.5 hours lab
3.8 Engineering units for the University of Alberta
This course is an introduction to MATLAB with applications to engineering problems. Topics to be covered include an introduction to algorithmic problem solving, design methodologies, MATLAB language structure and syntax. Weekly laboratories offer students the opportunity to translate concepts presented in lectures into interesting application programs.
NOTE: ENCMP 100 is restricted to Engineering students.

ENCS 201
Wildlife Biodiversity and Ecology
3 credits, 3 hours lecture, 3 hours lab
Introduction to animals in the context of conservation, interactions with people and roles in natural ecosystems. Labs provide a survey of North American animal life, both vertebrate and invertebrate with emphasis on recognition of higher taxa and on hierarchical classification. Field trips required.

ENCS 260
History and Fundamentals of Environmental Protection and Conservation
3 credits, 3 hours lecture
This course provides students with a philosophical and sociological exploration of historical and contemporary perspectives on human-environmental relationships and their implications. Students explore these perspectives in a framework of critical thinking and through case studies.

ENGG 102
Introduction to the Engineering Profession
1 credit, 2 hours lab
1.0 Engineering units for the University of Alberta
This course is an introduction to the engineering profession. Students will attend seminars presented by professional engineers of various disciplines. Students may also examine: engineering disciplines; co- operative education; study skills; career fields and work opportunities; history and development of the profession; professional responsibilities; ethics; and engineering and society. A survey of graphical communication methods and an introduction to the design process used by engineers may be included.
NOTE: ENGG 102 is restricted to Engineering students

ENGG 130
Engineering Mechanics I
3 credits, 3 hours lecture, 2 hours lab
4.0 Engineering units for the University of Alberta
This course focuses on static equilibrium of forces, principles of two and three dimensional equilibrium, analysis of statically determined structures -trusses and frames, and principles of friction and virtual work.
Prerequisite: Math 30-1, Math 31 and Physics 30
Co-requisite: MATH 100
NOTE: ENGG 130 is restricted to Engineering students

ENGG 160
Introduction to Engineering Design, Communication, and Profession
2 credits, 1 hour lecture.
Fundamental design process; communications; team work; the engineering disciplines, career fields; professional responsibilities of the engineer including elements of ethics, equity, concepts of sustainable development and environmental stewardship, public and worker safety and health considerations including the context of the Alberta Occupational Health and Safety Act.

ENGG 210
Engineering Graphics
3 credits, 2 hours lecture, 3 hours lab
3.5 Engineering units for the University of Alberta
This course includes sketching, drafting and interpretation of pictorials and multi-views of three-dimensional objects; visual design; and an introduction to scales, sectioning and dimensioning. AUTOCAD software is used for the computer- aided drafting (CAD) portion of the course.
NOTE: ENGG 210 is restricted to Engineering students. ENGG 210 transfers as a required course for Mechanical and Mining and Civil Engineering at University of Alberta.

ENGG 310
Engineering Economy
3 credits, 3 hours lecture
The application of the fundamentals of economics to engineering alternatives in planning, developing and managing industrial projects.
Prerequisite: Permission of the Program Chair

ENGL 10-1
English 10-1
5 credits, 5 hours lecture
This is a language skills course emphasizing remedial grammar, paragraph writing, the basic terminology used to analyse literature, and the study of various forms of literature.
Alberta Education Course Equivalency: English 10-1
Prerequisite: AFL 100 or equivalent or permission from the Program Chair.

ENGL 10-2
English 10-2
5 credits, 5 hours lecture
English 10-2 focuses on the development of communication skills. The emphasis is on the development of vocabulary, spelling ability, reading skills, verbal expression, and good fundamental writing skills in order to better equip the student for everyday life.
Alberta Education Course Equivalency: English 10-2
Prerequisite: AFL 100 or equivalent or permission from the Program Chair.

ENGL 20-1
English 20-1
5 credits, 5 hours lecture
This course is a continuation of English 10-1. It includes instruction in composition and remedial grammar, together with the study of selected short stories, novels, drama and poetry.
Alberta Education Course Equivalency: English 20-1
Prerequisite: ENGL 10-1 or English 10-2 equivalent or permission from the Program Chair

ENGL 20-2
English 20-2
5 credits, 5 hours lecture
English 20-2 continues the format of English 10-2. The course offers instruction in various forms of communication (both oral and written). The emphasis in the course is to further develop those skills, such as vocabulary, spelling, reading, comprehension, grammar, and writing, encouraged in English 10-2.
Alberta Education Course Equivalency: English 20-2
Prerequisite: ENGL 10-1 or ENGL 10-2 or equivalent or permission from the Program Chair.

ENGL 30-1
English 30-1
5 credits, 6 hours lecture
This course completes the 10-1, 20-1, 30-1 sequence and prepares students for post-secondary university study in English. It includes the study of composition and all major literary forms: poetry, essay, short story, novel, Shakespearean and modern drama. A substantial writing component is included.
Alberta Education Course Equivalency: English 30-1
Prerequisite: ENGL 20-1 or equivalent or permission from the Program Chair

ENGL 30-2
English 30-2
5 credits, 5 hours lecture
English 30-2 completes the English 10-2, 20-2, 30-2 sequence. The course is designed to further develop the comprehension, writing, and vocabulary skills of the student. Basic grammar and writing skills will be reviewed and utilised in practical writing exercises.
Alberta Education Course Equivalency: English 30-2
Prerequisite: ENGL 20-2 or ENGL 20-1 or equivalent or permission from the Program Chair

ENGL 100
Written Composition
3 credits, 45 hours lecture
This course focuses on expository writing skills. Students will develop and organize their thoughts as they study examples of good prose and practice revising their own work. By following the steps of the writing process, students will learn to write clear, well-structured, interesting essays. Course requirements include writing essays, a summary, a report and a research paper.

ENGL 103
Case Studies In Research
3 credits, 3 hours lecture
This variable content course introduces methods of literary research as an in-depth process through one or more case studies.
Prerequisite: English 30 or 30-1
NOTE: Not to be taken by students with 6 credits in approved junior English.

ENGL 104
Introduction to Critical Analysis
3 credits, 3 hours lecture
Introduces methods of critical analysis through a range of literature written in English, broadly conceived, from different historical periods and cultural locations.
Prerequisite: English 30 or 30-1
NOTE: Not to be taken by students with 6 credits in approved junior English.

ENGL 121
Literature in Historical Perspective
3 credits, 3 hours lecture
This course introduces students to post-secondary studies in English by exploring developments in language, literature, and culture in and over time. Students will have opportunities to study particular themes and compare different genres in and across a broad array of texts, placed in their historical contexts, which may range from medieval to contemporary times. The course will examine the conditions under which texts were originally produced and may consider the reception and reshaping of texts in history to the present. This course will satisfy all faculties' requirements of a first-year English credit.
Prerequisite: English 30 or 30-1 or equivalent
NOTE: Not to be taken by students with 6 credits in approved junior English

ENGL 122
Texts and Contexts
3 credits, 3 hours lecture
This course introduces students to post-secondary studies in English by focusing on a specific literary theme (to be determined by the instructor) in a cluster of related texts. Students may expect to encounter fiction, poetry, drama, and non-fictional prose, as well as visual media. The course will enable students to explore a particular subject in-depth as well as a broad range of materials and to acquire a rich sense of contexts or intellectual landscapes that give shape to the study of literature and culture. A minimum of 30% of class time will be devoted to writing instruction. This can take many forms, including graded written assignments, informal writing exercises, writing workshops, free-writing exercises, stylistic analysis, research skills, peer editing, multiple drafts, and ungraded writing. Students will be required to write at least two essays which will be marked and formally graded. During the course, students will write at least 3000 words.
Prerequisite: English 30 or 30-1 or equivalent
NOTE: Not to be taken by students with 6 credits in approved junior English

ENGL 124
Literary Analysis
3 credits, 3 hours lecture
This course introduces students to post-secondary studies in English by developing skills in the close reading of language, genre, narrative, and poetic form. Rather than focusing on historical or cultural contexts (although these may come into play), this course concentrates on literary forms and structures, and on developing a critical vocabulary for literary analysis. Students can expect to encounter a variety of shorter genres in the literary tradition (the short story, poems, and essays) as well as film and other visual media.
Prerequisite: English 30 or 30-1 or equivalent
NOTE: Not to be taken by students with 6 credits in approved junior English

ENGL 125
Aboriginal Writing
3 credits, 3 hours lecture
This course introduces students to post-secondary studies in English through works by Aboriginal writers. It will address aesthetics, concepts, approaches, and debates that inform the production and study of Aboriginal literatures. It will analyze the roles literature plays in shaping and reflecting Aboriginal identities, communities and histories. The course will examine several genres that can include traditional stories, fiction, poetry, drama, history, autobiography, essays and speeches. Materials, themes, topics and genres will vary among instructors. A minimum of 30% of class time will be devoted to writing instruction. This can take many forms, including graded written assignments, informal writing exercises, writing workshops, free-writing exercises, stylistic analysis, research skills, peer editing, multiple drafts and ungraded writing. Students will be required to write at least two essays which will be marked and formally graded. During the course, students will write at least 3000 words.
Prerequisite: English 30-1 or equivalent
NOTE: Not to be taken by students with 6 credits in approved junior English

ENGL 126
Reading Popular Culture
3 credits, 3 hours lecture
This course introduces students to post-secondary studies in English through the close reading of popular culture texts, including zines, magazines, film, television, advertising, the internet, and non-canonical fiction and non-fiction. It will address the aesthetics, concepts, theories, and debates that inform the production and consumption of popular culture and analyse the role of pop culture in shaping beliefs, identities and social practices. Materials, themes, topics, and genres will vary among instructors.

ENGL 199
English for Engineering Students
3 credits, 3 hours
This course aims to develop the student's ability to provide effective written and oral information. It will focus on instruction in fundamental writing skills, including building effective sentences and paragraphs, and on learning to communicate clearly across a range of genres and media used in academic and professional contexts, including correspondence and presentations. Students will be introduced to the principles of information gathering, analysis, and citation.
NOTE: Restricted to engineering students only.

ENGL 206
The Short Story
3 credits, 3 hours lecture
This course provides an introduction to the short story by tracing the development of the genre and critically analyzing a substantial number of short stories. The emphasis will be upon a detailed examination of short stories by acknowledged masters of the form: Poe, Hawthorne, Maupassant, Chekhov, James, Joyce and others.
Prerequisite: 6 credits of junior English

ENGL 208
Reading Histories: Making Books
3 credits, 3 hours lecture
An introduction to the social and cultural history of print text, and to the critical concepts and methods key to its study, that emphasizes the relationship between the production of books and the production of culture.
Prerequisite: 6 credits of junior English

ENGL 221
Reading Politics: Class and Ideology
3 credits, 3 hours lecture
English 221 will examine ideas of class as expressed in texts of the nineteenth and early twentieth centuries. At a time when class distinctions determined and restricted virtually every aspect of daily life, writers reflected, reinforced, and also undermined those distinctions in their work. We will use critical tools of late twentieth-century writings on class and ideology to explore the earlier texts, with a view to understanding cultural representations of class and class relations. What does it mean to "belong" to a particular class? How did one's "station in life" control one's fate? How is literature itself a product of class? Karl Marx pointed out, "The ideas of the ruling class are in every epoch the ruling ideas," and this course will investigate how those ruling ideas were conveyed.
Prerequisite: 6 credits of junior English

ENGL 223
Reading Politics: Empire and the Postcolonial
3 credits, 3 hours lecture
An introduction to dynamics of colonization and its resistances in literary and other cultural texts, and to the critical concepts and methods key to their study.
Prerequisite: 6 credits of junior English

ENGL 224
The Literary Institution
3 credits, 3 hours lecture
This course analyzes the object of English Studies itself. It considers the developmental history of English as a university course and what is involved in the process of separating all writing into the specific category of Literature. It deals with the formation of a literary canon and the various interpretive strategies which either determine that canon or may be applied to it. Students will read literary theory by scholars such as Terry Eagleton, Paulo Freire, Louis Menand, Robert Scholes, Edward W. Said, Harold Bloom, Roland Barthes, Stanley Fish, Wayne C. Booth, Sandra M. Gilbert and Susan Gubar and others. They will apply theory to case studies in imaginative literature.
Prerequisite: 6 credits of junior English

ENGL 239
Shakespeare
3 credits, 3 hours lecture
This course introduces students to the broad range of Shakespearean Drama with selections from the tragedies, comedies, histories and romances. It involves a close analytical reading of eight or more plays, and a consideration of several critical approaches to the Shakespearean canon. The selections will include the more generally acclaimed plays, such as Hamlet and Henry V and the less well-known works, such as Coriolanus and The Winter's Tale.
Prerequisite: 6 credits of junior English

ENGL 288
Folklore in Children's Literature in English
3 credits, 3 hours lecture
This three-credit senior English course will examine folklore and fantasy in children's literature. It will examine both traditional, anonymous works, including nursery rhymes, fables, folktales and myths, and modern works incorporating traditional materials. Students will be expected to write essays totalling about 2,000 words.
Prerequisite: 6 credits of junior English

ENGL 289
Children's Literature in English
3 credits, 3 hours lecture
This three-credit senior English course will trace the history of children's literature and explore its evolution from didacticism to delight. A survey of its rich variety will include analysis of animal stories, literary fantasy, adventure and realism. Through the study of classic and contemporary works, students will develop an understanding of literary theory and criticism. Students will be expected to write two essays totalling about 2,000 words.
Prerequisite: 6 credits of junior English

ENGL 290
Indigenous Children's Literature
3 credits, 3 hours lecture
This course will examine Indigenous children's literature, both traditional and contemporary, with the goal of increasing student understanding and appreciation of Indigenous issues and themes as depicted in texts for children and young people. Within this course, we will examine oral storytelling traditions, trace the historical development of children's literature by and about Indigenous people, and apply theoretical perspectives including ideas about decolonization, gender, and self-determination.

ENGL 293
Science Fiction
3 credits, 3 hours lecture
An introduction to science fiction as a genre and a survey of works and trends.
Prerequisite: 6 credits of junior English

ENGL 294
Introduction to Writing Poetry
3 credits, 3 hours lecture
This course will be conducted as a seminar, using contemporary poems and the students' own work for study and discussion. Students will be expected to read widely, write extensively, and complete a portfolio of finished poetry by the end of the term. In addition, students will keep a writing journal and will complete specific in-class and out-of-class assignments exploring poetic form, style, and technique.
Prerequisite: 6 credits of junior English

ENGL 325
The Arthurian Tradition in Literature
3 credits, 3 hours lecture
This three-credit senior English course will explore the origins, development and significance of the King Arthur legends in English literature. The "Matter of Britain", with its archetypal evocations of questing, heroism and betrayal, has been woven into the fabric of English literature for over six hundred years. This course will examine how the material has been reinterpreted by succeeding generations while still retaining its mythic power.
Prerequisite: 6 credits of junior English

ENGL 358
American Literature to 1900
6 credits, 3 hours lecture
This course examines the fiction, non-fiction and poetry of American writing prior to this century. The various schools and movements of American Literary history are examined, but the major emphasis will be placed on authors constituting the "American Renaissance" circa 1850. The progression of the course is chronological, and an historical perspective will be maintained.
Prerequisite: 6 credits of junior English

ENGL 360
The Early Twentieth-Century American Novel
3 credits, 3 hours lecture
This course examines the development of the American Novel circa 1900-1940, concentrating on Henry James, Ernest Hemingway and William Faulkner. Additional works will be selected from the novels of such authors as Theodore Dreiser, Edith Wharton and F. Scott Fitzgerald. The novels will be viewed analytically to determine the American contribution to the form and function of the novel in this century.
Prerequisite: 6 credits of junior English

ENGL 365
The Early Twentieth-Century British Novel
3 credits, 3 hours lecture
This course critically examines a selection of the best British novels of the first half of the twentieth century. It is a period in which traditional and historical conceptions of the form, content, and purpose of the novel underwent an intense and radical re-examination. This course introduces students to both the experimental and the more traditional works of the period, and will consider the work of Joyce, Lawrence, Woolf, and others.
Prerequisite: 6 credits of junior English

ENGL 368
Early Twentieth-Century Drama
3 credits, 3 hours lecture
This course offers an introduction to the study of modern drama and its forms in the British and American tradition (with some examination of Continental influences) from the 1890's to about 1950.
Prerequisite: 6 credits of junior English

ENGL 376
Canadian Literature Since 1960
3 credits, 3 hours lecture
A critical and historical study of representative Canadian writing in English since 1960. Through representative Canadian Literature since 1960 by writers from the Atlantic to the Pacific regions depicting differences in gender, ethnicity, race and sexual orientation, this course elucidates shifts in literary patterns and cultural realities during this phase. Questions will be addressed regarding the impact of social and technological changes on Canadian literature.
Prerequisite: 6 credits of junior English

ENGL 378
Canadian Literature by Women
3 credits, 3 hours lecture
English 378 is a study of Canadian literature across the genres by Canadian women writers from the mid-nineteenth century to the present. Literature will be read for its representation of dominant literary concerns of its time and its use of specifically women's themes and structures. Readings will address the relationship between Canadian literature by women and the literary canon and specific schools of feminist literary criticism.
Prerequisite: 6 credits of junior English

ENGL 379
Canadian Literature, 1925-1960
3 credits, 3 hours lecture
A critical and historical study of representative Canadian writing in English from 1925 – 1960. Through representative Canadian Literature from 1925 to 1960 by writers of different genders and different ethnic backgrounds from the Atlantic to the Pacific regions, this course elucidates the literary and cultural shifts during this phase. The focus is on literature as a reflection of the changing Canadian identity. Questions will be addressed regarding the swings from rural to urban lifestyles and in literary conventions from realism to modernism.
Prerequisite: 6 credits of junior English

ENGL 391
Traditions in Women's Literature II
6 credits, 32 weeks, 3 hours lecture
English 391 is a study of literature across the genres by women writers from the mid-twentieth century to the present. Literature will be read for its representation of dominant literary concerns of its time and its use of specifically women's themes and structures. Readings will question the relationship between women's literature and both the literary canon and the respective influential schools of literary criticism.
Prerequisite: 6 credits of junior English

ENGL 397
Early 20th Century Literature and Culture: Modernism and Modernity
3 credits, 3 hours lecture
This course will study the development of Modernism and its influence on the style and subject matter of Twentieth Century literature. It will focus primarily – but not exclusively – on poetry. Students will learn the aesthetic, social and historical forces that led to Modernism. They will see how World War I provides the metaphor for the modern world and learn the continuing impact Modernism has on current literature. This course will provide a perspective on the movement, literature and age of Modernism. It will focus on representative authors of the period within their historical and cultural contexts. It will study the literature and culture of the era that responded to Ezra Pound's imperative to "make it new".
Prerequisite: 6 credits of junior English

ENPHY 131
Mechanics
3 credits, 3 hours lecture, 1 hour tutorial, 3 hours lab every second week
4.3 Engineering units for the University of Alberta
Kinematics and dynamics of particles, gravitation, work and energy, linear momentum, angular momentum, systems of particles, introduction to dynamics of rigid bodies, accompanied by related laboratory work.
Prerequisite: MATH 100 and ENGG 130
Co-requisite: MATH 101
Pre-requisite or Co-requisite: PHYS 1130
NOTE: ENPHY 131 is restricted to Engineering students

ENVM 101
Mapping and Navigation
2 credits, 2 days in class, 3 days in field
The course will train students in the use and application of paper, digital, and computer methods for acquisition, presentation and interpretation of basic geomatic data basic, basic maps, and ground truthing. Emphasis will be placed on practical applications, but some understanding of basic principles is also essential. Field study will include: Basic Geographic Positioning System (GIS) use, managing data, the use of GPS and compass for navigation, mapping systems and applying thematic information applications. Work will be linked to environmental monitoring applications.

ENVM 102
Wildlife Monitoring
4 credits, 4 days in class, 6 days in field
This course will focus on sampling methods for different target organisms, including birds, mammals, fish, and amphibians. Although some organisms are suitable for counting directly, the presence of others must be interpreted using indirect methods (e.g., hare traps, tracking, songs and calls). Lectures will introduce the strengths and weaknesses of different count methods, and demonstrate how to calculate organism density on the landscape. Destructive, non-destructive, and Indigenous sampling methods will also be discussed along with the concept of indicator organisms.

ENVM 103
Vegetation Monitoring
4 credits, 4 days in class, 6 days in field
The course provides the student with an examination of regional plant diversity with a focus on the boreal forest. Topics covered include the indigenous use of trees and other plants. Students will develop identification skills based on vegetation taxonomy, anatomy, and ecology. Students will learn to apply a variety of Indigenous and scientific methods for monitoring vegetation abundance and to communicate results.

ENVM 104
Introduction to Communication Skills, Computers and Technology, and Employee Readiness Skills
2 credits, 30 hours with combination of in class and in field
This course will prepare students to be successful throughout the program and into the workplace. It will give students the foundations needed to develop clear written and verbal communication skills, basic computer knowledge, ability to operate related technologies to environmental monitoring, and it will ensure that the students will be ready for employment upon completion of this program.

ENVM 105
Environmental Regulatory Processes
2 credits, 2 days in class, 3 days in field
In this course students will gain the basic knowledge of various types of environmental assessments and monitoring applications pertaining to environmental protection and the development of natural resources. Students will develop a basic understanding of Acts and Regulations and related permit and license requirements under municipal, provincial, and federal jurisdictions. Students will learn to recognize what Acts and Regulations are related to various types of environmental monitoring.

ENVM 106
Water and Snow Monitoring and Hydrology
2 credits, 2 days in class, 3 days in field
This course includes both classroom and hands on instruction in monitoring and testing water and snow quality. Instruction will include surface water and groundwater sampling, field testing and proper storage, shipping and documentation.

ENVM 107
Air Monitoring
2 credits, 2 days in class, 3 days in field
This course includes both classroom and hands on instruction in monitoring and testing air quality in residential, industrial, and forest/outdoor settings. Instruction will include air sampling for non-continuous (discrete) monitoring, field testing, shipping and documentation of filter or canister, and local automated continuous systems.

ENVM 108
Habitat Monitoring
4 credits, 4 days in class, 6 days in field
A key feature of sustainability is maintaining healthy habitats. This course will introduce students to the concept of healthy habitat and its importance to biodiversity and ecological function. Course focus will include common measurements collected to evaluate habitat size, composition and health. Methods of habitat assessment will be both general (overall health) and specific (related to sensitive or protected species). Students will learn Indigenous knowledge- based methods for assessing habitats.

ENVM 109
Soil Monitoring
2 credits, 2 days in class, 3 days in field
This course involves an examination of local indigenous knowledge of soils, elementary aspects of soil formation, soil occurrence in natural landscapes, soil classification, soil resource inventory, basic morphological, biological, chemical and physical characteristics employed in the identification of soils and predictions of their performance in both managed and natural landscapes. Students will gain hands-on experience in sampling and monitoring soil for physical attributes, proper storage, shipping, and documentation.

ENVT 163
Water Quality
3 credits, 2 hours lecture, 3 hours lab
This is an introductory course in water quality that includes an overview of water chemistry, properties and parameters, waterborne pathogens, hydrology and hydraulics, water use, water pollution and protection, water quality guidelines for drinking water, and treatment of drinking water and municipal wastewater. The course has an emphasis on Alberta water resources, specifically hydrology of the Athabasca River Basin. Introductory principles of air quality are also covered.
Prerequisite: CHEM 101

ENVT 165
Geotechnical Sampling & Instrumentation
3 credits, 2 hours lecture, 3 hours lab
The course is an introduction to the practical field and laboratory techniques used in the construction of buildings, industrial facilities, roads, bridges, containment structures, waste handling facilities, power lines, pipe lines and recreation sites common to the area. Topics such as construction site safety and material sampling and testing (soil, gravel, concrete and asphalt) are covered.
Prerequisite: EAS 100

ENVT 170
Animal Identification
3 credits, 3 hours lecture, 3 hours lab
A skills-based approach to identifying vertebrates and aquatic invertebrates of Alberta with a special emphasis on provincially and/or federally listed species. Labs provide a survey of Western Canadian animal life, both vertebrate and invertebrate, with emphasis on recognition of higher taxa on hierarchical classification. Field trips are an integral component of this course, and include bird identification by sight and sound, mammal tracking, and the collection of aquatic invertebrates.

ENVT 220
Co-op Work Term
9 credits, 420 hours
A work-experience placement with an industry partner to apply skills and knowledge acquired in the first year of studies. Students enrolled in this course also need to fulfill communication and reporting requirements under the supervision of a designated Faculty member and the Work-Integrated Learning coordinator.
Prerequisite: Completion of minimum of 30 credit hours of the Environmental Technology Co-op specialization.

ENVT 252
Regional Plant Biology
3 credits, 3 hours lecture, 3 hours lab
An examination of plant diversity in western Canada with a focus on the relationships between structure and function of boreal forest plants of northern Alberta. Identification skills gained in this course will rely on the integration of information from the field, lecture and laboratory of plant taxonomy, plant autonomy, plant morphology, plant physiology, ethnobotany and plant ecology. Each student is required to assemble a plant collection of approximately 100 specimens.
Prerequisite: BIOL 108

ENVT 262
Environmental Laws, Guidelines, Regulations & Land Rights
3 credits, 3 hours lecture
This course provides an understanding of Acts and Regulations under municipal, provincial and federal jurisdiction as they relate to environmental protection and development of natural resources in Alberta. Key pieces of legislation this course examines include the Alberta Environmental and Protection and Enhancement Act, Alberta Land Stewardship Act, Public Lands Act, the Species at Risk Act, the Fisheries Act, and Treaty 8. Special emphasis is placed on developing skills to independently obtain information and therefore remain current on environmental protection standards because legislation and policy is continuously re-examined by legislative bodies.

ENVT 265
Forest Technology
3 credits, 3 hours lecture, 3 hours lab
The course provides the student with an overview of the forest industry in the Boreal Forest in Western Canada. Topics covered include utilization of tree species by sawmill operations and pulp and paper mills, the ecology of the tree species used, recent developments in forest management practices, stand assessment, forest mensuration, silviculture, dendrology, and forest pests and control. An introduction to aerial photography interpretation, map use, and compassing is given.
Prerequisite: BIOL 208

ENVT 266
Land Reclamation
3 credits, 3 hours lecture, 3 hours lab
Reclamation objectives, practices and assessment strategies will be discussed as they related to planned components of resource extraction activities, and as they related to post-hoc reclamation initiatives. The focus of this course is on methods of prevention control, and remediation of altered or degraded land as a result of human activities. This includes, but is not limited to, the decommissioning of base metal and oil sands mine sites, pipelines, and redevelopment of urban brownfields. A significant portion of the course involves synthesizing concepts from throughout the ENVT program in the form of independent projects with an emphasis placed on student-directed learning. This capstone course is taken in a student's final semester of the ENVT Diploma program.
Prerequisite: ENVT 252, SOILS 210 AND STAT 151
Co-requisite: ENVT 262

ENVT 268
Resource Exploitation – Oil, Gas, Bitumen & Mining
3 credits, 3 hours lecture, 3 hours lab
This course provides an introduction to the upstream and downstream oil, gas, oil sands and mining industries primarily in Western Canada. Topics covered include geology of the hydrocarbon reservoirs, exploration, market and economic conditions, ecological impact of linear disturbances, lease tenure systems, drilling operations, site reclamation, pipeline networks, sour gas, and history of development in Alberta. Aspects of other mineral resource activities in Alberta and the NWT are also covered.
Prerequisite: EAS 100

ENVT 270
Wildlife Management and Conservation
3 credits, 3 hours lecture, 1 hour tutorial
The course provides students with a synthesis of wildlife ecology, conversation and management in industrial, agricultural, urban, rural, and wilderness environments. Both game and non-game species in terrestrial and aquatic environments are considered. Specific topics addressed include: population biology; wildlife/ habitat relationships; herbivory and predation; behavioral ecology; competition; parasites and pathogens; population sampling; conservation biology and management techniques. Field trips are required.
Prerequisites: ENVT 170 and BIOL 208

ESPT 101
Introduction to Esports
3 credits, 3 hours lecture
This introductory course to Esports provides an overview of the history, ecosystem, athlete culture, and other relevant topics within this emerging industry. The interdisciplinary nature of the Esports industry is explored.

ESPT 102
Contemporary Issues in Esports
3 credits, 3 hours lecture
This course explores current events, organizational and ethical issues of the global Esports industry including the examination of contemporary issues from a variety of perspectives.

ESPT 103
Esports Health, Wellness, and Performance
3 credits, 3 hours lecture
This course provides an overview of the basic concepts of holistic wellness, physical activity, and factors that affect Esports-specific performance. A study of traditional kinesiology is combined with Esports best practices to facilitate optimal health outcomes.

ESPT 110
The Esports Ecosystem: Domestic and International
3 credits, 3 hours lecture
An in-depth examination of the globalization of Esports, related ecosystems, formal structures and governance including the impact of culture on practices. Comparisons of Canadian Esports to the global Esports industry are drawn.
Prerequisite: ESPT 101 or ESPT 102

ESPT 201
Esports Organizational Structure and Leadership
3 credits, 3 hours lecture
An in-depth analysis of different organizational structures in Esports across various types and levels of competitions. An assessment of how various leadership styles, mission statements and values impact structure and operations will be made.
Prerequisites: ESPT 101 or ESPT 102
Co-requisite: BUS 270

ESPT 210
Esports Marketing, Sponsorship, and Promotion
3 credits, 3 hours lecture
This course applies the fundamental concepts of effective marketing and brand development to Esports. A development of marketing concepts, plans and strategies unique to Esports, that are used to secure sponsorships and promote Esports events, will be emphasized.
Prerequisites: ESPT 110 & BUS 239

ESPT 220
Esports Media, Production, & Content Management
3 credits, 1 hour lecture, 3 hours lab
An application of tools and platforms used for the production and management of digital media within Esports. This includes high-quality live and on-demand broadcast production applied to an Esports organization or event content creation and its scheduling.
Prerequisite: ESPT 210

ESPT 230
Esports Event and Facility Management
3 credits, 3 hours lecture
This course applies the fundamental concepts of project management to various Esports events, venues and facilities. Criteria related to Esports event size, purpose, and format are addressed, including effective Esports facility design and maintenance.
Prerequisite: BUS 294 & ESPT 101 or ESPT 102

ESPT 298
Esports Experiential Learning - Practicum
3 credits, 56 hours practicum
An experiential learning opportunity within an Esports real-world situation. Students may participate in a group or individual setting.
Prerequisite: Completion of all first year ESPT & BUS courses

ESPT 299
Esports Capstone
4 credits,1 hour lecture, 3 hours lab
An opportunity to apply and integrate skills acquired in the program to an Esports organization or event. Capstone activities may involve internal or external partners.
Prerequisite: Successful completion of all ESPT & BUS courses in first three terms

FREN 111
Beginners' French I
3 credits, 5 hours lecture
Designed for students with little or no previous background in French. Covers material in matriculation-level French and allows students to proceed into the study of French at the University level.
NOTE: Not to be taken by students with credit in FREN 100, or with Native or near Native proficiency, or with French 30 or its equivalents (e.g. French 20S or 20N etc.) in Canada and other countries

FREN 112
Beginners' French II
3 credits, 5 hours lecture
Continues to cover material in matriculation-level French and allows students to proceed into the study of French at the University level.
Prerequisite: FREN 111 or permission of Program Chair
NOTE: Not to be taken by students with credit in FREN 100, or with Native or near Native proficiency, or with French 30 or its equivalents (e.g. French 20S or 20N etc.) in Canada and other countries

FREN 155
French Reading Comprehension
3 credits, 3 hours lecture
French 155 is a basic course in French grammar and reading comprehension designed to teach students the fundamentals and skills required to read French at an intermediate level. There is no emphasis or practice of oral skills in French and the language of instruction is English.
Prerequisite: French 30, French 100, French 111, French 112 or equivalent
NOTE: This course is not open to students with credit in FREN 150, FREN 200, FREN 211 or FREN 212. This course may be followed by FREN 156

FREN 156
Further Reading in French
3 credits, 3 hours lecture
French 156 is the continuation of French 155. French 156 is an intermediate course in French grammar and reading comprehension to teach students the fundamentals and skills required to read French at an advanced level. There is no emphasis or practice of oral skills in French and the language of instruction is English.
Prerequisite: FREN 155 or permission of Program Chair
NOTE: This course is not open to students with credit in FREN 150, FREN 200, FREN 211 or FREN 212

FREN 211
Intermediate French I
3 credits, 5 hours lecture
Spoken and written French, including grammar, composition, and literature.
Prerequisite: FREN 100, French 30 (or equivalent) or French 112 or permission of Program Chair
NOTE: Not to be taken by students with credit in FREN 150

FREN 212
Intermediate French II
3 credits, 5 hours lecture
Continues to cover the material in spoken and written French, including grammar, composition and literature.
Prerequisite: FREN 211 or permission of Program Chair
NOTE: Not to be taken by students with credit in FREN 150

FST 210
An Introduction to Film Analysis
3 credits, 3 hours lecture
This course introduces students to the critical analysis of films and filmmaking, with an emphasis on the art of the director. The course offers a survey of styles and genres from Canadian and international feature film. The majority of films are contemporary, but we will also examine a few classics to better understand on-going conventions, such as continuity editing.
Prerequisite: 6 credits in junior English or ARTH 101 and ARTH 102, or equivalent

GENET 270
Foundations of Molecular Genetics
3 credits, 3 hours lecture, 1.5 hours seminar
This course will focus on concepts of the organization and expression of genetic material with particular focus on experiments that have been done with bacteria and viruses.
Prerequisites: BIOL 207

GEOG 020
Geography 20
5 credits, 5 hours lecture
This course will focus on generational changes in settlement patterns related to industrial development, the physical features of and systems related to the working of a town or city; the social characteristics of peoples; and the relationship of neighborhoods to their urban centers, regions and provinces. Special attention will be paid to the settlement patterns in the Regional Municipality of Wood Buffalo as compared to those seen in other regions of the country.
Alberta Education Course Equivalency: Local and Canadian Geography 20
Prerequisite: SOST 10-1 or permission from the Program Chair
Co-requisite: ENGL 20-1 or ENGL 20-2 or permission from the Program Chair

GEOG 030
Geography 030
5 credits, 5 hours lecture
This course will focus on world patterns of population and settlement, in humankind's use of the Earth, and of our physical world. Topics will include the major cities of the world; changes in world economies as humankind moves from hunter-gathering into the information age; and the importance of global climate, land masses, vegetation, soils or bodies of water to human population, settlement and economies.
Alberta Education Course Equivalency: World Geography 30
Prerequisite: SOST 10-1 or permission from the Program Chair
Co-requisite: ENGL 20-1 or ENGL 20-2 or permission from the Program Chair

GEOG 105
Introduction to Mapping, GPS, Remote Sensing, and GIS
3 credits, 3 hours lecture, 3 hours lab
The course will train students in the use and application of paper, digital, and computer methods for acquisition, presentation and interpretation of geospatial data. Topics will include topographic and reference maps, scales and coordinate systems, land survey systems, global positioning systems (GPS), thematic maps, remote sensing air photo interpretation, and the utilization of geographical information systems (GIS) with ArcView. Emphasis will be placed on practical applications, but some understanding of basic principles is also essential. Lab work will cover a broad spectrum of interest areas, but also linked where possible to environmental applications.

GOVN 100
Work Integrated Learning
6 credits, 300 hours practicum
A work-experience placement with a government, NGO or industry partner to apply skills and knowledge acquired in the first year of studies. Students enrolled in this course also need to fulfill communication and reporting requirements under the supervision of a designated Faculty member and the Work-Integrated Learning coordinator.
Prerequisite: ENGL 104, ENGL 125, PHIL 101, POLSC 101, SOCY 100, PHIL 250 or PHIL 270, POLSC 211 or POLSC 221

GSCM 100
Introduction to International Supply Chain
3 credits, 45 hours
This course introduces students to core global supply chain principles, highlighting how logistics and finance intersect in modern operations. Emphasis is placed on practical skills in sourcing, risk management, stakeholder relationships, and ethical best practices for effective purchasing and inventory management. Additionally, the course prepares students for diverse roles in international supply and procurement.

GSCM 101
Contemporary Business Management
5 credits, 75 hours
A survey of how business management operates, functions, and adopts various corporate approaches. Focus is on managing human resources in the context of globalized enterprises, including staffing, performance evaluation, and employee mobilization.

GSCM 102
Productivity Tools
3 credits, 45 hours
The exploration of the essential office documentation software and tools, including word processing, spreadsheet, and presentation tools. Advanced knowledge of automated business processes, data collection, and database creation is covered.

GSCM 103
Effective Business Communication
3 credits, 45 hours
A skill-based approach to effective written and verbal business communication and internal corporate correspondence. Focus is on applying business communication to all aspects of purchase, supply, negotiation, and their required terminology.

GSCM 104
Introduction to Accounting
3 credits, 3 hours lecture
An introduction to the concepts and techniques of accounting with its impact on logistics. Focus is on the impact of invoice updates on accounting operations, producing the required documentation for public accounting firms, and invoice modification.

GSCM 105
Introduction to Finance
3 credits, 45 hours
An introduction to financial management and its impact on procurement planning. Emphasis is on producing informative and relevant financial reports and the process for carrying out international procurement operations.

GSCM 106
Customer Service
5 credits, 75 hours
A skill-based approach to customer service as an integral component in supply chain management. A focus on how customer service addresses the concept of the internal client and manifests itself in the context of procurement.

GSCM 107
GSCM Legal Frameworks
3 credits, 45 hours
This course examines domestic and international legal frameworks governing supply chain operations, emphasizing treaties, trade agreements like the United States-Mexico-Canada Agreement (USMCA) and World Trade Organization (WTO) agreements, and regulatory compliance. Students learn to assess supplier contracts, manage legal risk, and navigate cross-border requirements in global procurement and logistics projects.

GSCM 199
GSCM Trade & Transportation
3 credits, 45 hours
This course introduces students to the fundamentals of international transportation and trade, including key modes of transportation (truck, rail, air, ocean), Incoterms® 2020, and route planning. Students gain practical skills and an understanding of cost, risk, and documentation while situating these processes within the broader global supply chain.

GSCM 200
Customs, Brokerage & Freight
3 credits, 45 hours
This course provides in-depth knowledge of international freight forwarding, focusing on risk management, commercial documentation, cargo insurance, and optimized transport solutions. Students learn to manage global logistics challenges, prepare accurate quotes, and ensure compliance with dangerous goods regulations.

GSCM 201
GSCM Global Customs
3 credits, 45 hours
This course examines the end-to-end process of customs clearance, highlighting documentation, compliance requirements, and cost considerations. Students learn how to navigate regulations, obtain necessary permits, and collaborate with Canadian and international custom systems and authorities to ensure goods are cleared efficiently and ethically.

GSCM 202
Inventory Management
3 credits, 45 hours
This course offers a comprehensive, skill-based exploration of modern inventory management. Students learn how to optimize stock levels, reduce costs, and ensure effective warehouse operations by applying data-driven techniques. Topics include replenishment planning, quantitative and qualitative control methods, proper receiving and shipping procedures, warehouse safety, and continuous improvement strategies such as cycle counting and inventory record accuracy.

GSCM 203
Warehouse Management
3 credits, 45 hours
This course introduces key principles and practices of modern warehouse management, focusing on facility layout, material handling, safety, and the use of warehouse management systems. Students learn how efficient storage planning, labour management, and process optimization drive cost savings and service quality.

GSCM 204
International Purchase
3 credits, 45 hours
This course provides a practical framework for planning and executing out-of-country purchases. Emphasis is on supplier selection, negotiation, regulatory compliance, and the use of technology to manage documentation and real-time tracking, ensuring efficient and ethical international transactions.

GSCM 205
Process & Operations Supply
3 credits, 45 hours
A survey of the processes and operations of the supply chain. Topics include the different links, the needs for the asset of links involving various means of transport, and the offer of service in international transport.

GSCM 206
Information Technology Applied to Supply
5 credits, 75 hours
The application of information technology tools and software to supply management, logistics, warehouse management, and data organization.

GSCM 207
Logistics Cost Analysis
3 credits, 45 hours
This course equips students with the analytical skills to assess transport and logistics costs, from route planning to budgeting and reporting. Students learn to optimize logistics operations, manage supplier relationships, and drive profitability.

GSCM 208
GSCM Forecasting
3 credits, 45 hours
This course covers forecasting and demand planning techniques, including time-series models and software tools, to align purchase schedules with organizational needs. Students learn how to minimize stockouts, avoid excess inventory costs, and adapt to fluctuations in global supply chains.

GSCM 209
Marketing & Distribution
4 credits, 60 hours
A survey of marketing concepts and their links with logistics, including the impact of certain configurations of distribution on costs and supply deadlines.

GSCM 210
Work Integrated Learning
4 credits, 210 hours
This course immerses students in a real-world supply chain setting. Through industry placement, students apply GSCM knowledge, develop professional networks, and refine employability strategies to transition effectively into the logistics and procurement workforce.
Note: Students must take either GSCM 210 or GSCM 211 to complete the program.
Prerequisites: *Completion of all courses in the GSCM program or Program Chair consent.*

GSCM 211
GSCM Professional Project
4 credits, 210 hours
This course focuses on a culminating research project in global supply chain management, where students integrate and apply learned competencies to address a real-world or simulated problem. Emphasis is on analytical rigor, project management, and professional presentation of findings.
Note: Students must take either GSCM 210 or GSCM 211 to complete the program.
Prerequisites: *Completion of all courses in the GSCM program or Program Chair consent.*

HCA 120
Health Care Aide Role & Responsibility
3 credits, 45 hours lecture, 5 hours lab
The student will focus on the role and responsibilities of a Health Care Aide (HCA) working in a variety of employment settings. The focus of this course is to share information that will result in safe, ethical, and respectful care based on the needs of the client. Care that meets these standards is known as person-centred care. To meet the goal of person-centred care, the HCA must be familiar with the provincial legislation that guides safe, ethical, and personalized care. In addition, knowledge of how to work as part of the health-care team is essential, as is the ability to follow the HCA's employer policy and procedures and the HCA's job description. The HCA is responsible for identifying, managing, and preventing potential environmental hazards in facilities and community-based settings and focusing on the client's safety as well as your own safety in different settings.
Note: Students must achieve a grade of C+ to progress in the program.

HCA 121
The Human Body, Health & Chronic Illness
3 credits, 45 hours lecture
The student will study the systems that make up the human body and discuss the milestones of growth and development across a lifetime. The student will read about and discuss the most common of the chronic illnesses that they may encounter and will learn how to provide safe care based on evidence-informed practices according to the clients' diagnoses, needs, and care plans. The information learned in this course will provide the student with care strategies to support the client and the client's family through the process of a client's dying and death.
Note: Students must achieve a grade of C+ to progress in the program.

HCA 122
Communication & Documentation in the Healthcare Environment
4 credits, 30 hours lecture, 30 hours lab
This course will focus on the role and responsibilities of the HCA when communicating effectively as a member of the collaborative care team. Strong communication skills are an important part of being a successful health care aide. The health-care environment requires competent verbal, written, and electronic communication skills, which are part of digital literacy. This course will focus on professional communication with other team members, clients, and client's families; written communication, including documentation in client records and report completion; problem-solving strategies; and handling conflict successfully. A focus on communicating effectively with clients from all cultures while demonstrating cultural competence and understanding the diversity of individuals will be included. Communication strategies for overcoming the challenges and barriers to communication between the client and caregiver caused by disease, illness, and aging in the client will also be discussed.
Note: Students must achieve a grade of C+ to progress in the program.

HCA 123
Providing Person-Centered Care & Comfort
5 credits, 29 hours lecture, 46 hours lab
In this course, the learner will learn to support clients to maintain their independence and meet their care needs according to individual care plans. The learner will acquire the skills and knowledge needed to assist clients with daily grooming and hygiene and to assist clients to walk and use mobility aids and wheelchairs safely. The learner will learn several methods for carrying out client lifts and transfers, with a focus on client safety and comfort. Upon completion of the course, the learner will have an excellent baseline knowledge of standards for meeting client nutritional needs and strict guidelines in safe food handling as set out in minimum provincial expectations.
Note: Students must achieve a grade of C+ to progress in the program

HCA 124
Clinical Placement 1
3 credits, 80 hours clinical
During this clinical placement, the student will experience the role of the health care aide by working under the direction of a regulated health-care professional. Students will have the opportunity to work in a continuing care setting such as home care, supportive living (designated supportive living or DSL), senior lodges, long term care, and group homes. Students will integrate and implement the knowledge learned in HCA 120, 121, 122 & 123 in the clinical setting. Students will provide client care that is safe, ethical, and respectful based on the needs of the client. Care that meets these standards is known as person-centred care.
Prerequisites: Students must achieve a minimum final grade of C+ in each of the following courses HCA 120, HCA 121, HCA 122, & HCA 123.

HCA 125
Meeting Complex Care Needs
5 credits, 24.5 hours lecture, 50.5 hours lab
This course builds on the foundational skills and concepts introduced in previous courses and introduces new skills to the student. Students will have the opportunity to acquire the knowledge to learn advanced skills such as active and passive range-of-motion exercises, wound care, tube feeds, catheter care, ostomy care, specimen collection, and respiratory care. In addition, accurate measurement of vital signs is demonstrated, practised, and assessed. This course will also assist students to work safely within the legal roles and responsibilities of health care aides in this province while providing medication assistance. This course is included in the HCA Preparation for Employment provincial standard.
Prerequisites: Students must achieve a minimum final grade of C+ in each of the following courses HCA 120, HCA 121, HCA 122, & HCA 123.
Note: Students must achieve a grade of C+ in order to progress in the program.

HCA 126
Special Activities for Clients with Various Health Conditions
5 credits, 51 hours lecture, 24 hours lab
Students will learn the importance of meeting the care and comfort needs of clients with a diagnosis of dementia. Students also learn about care strategies for assisting other diverse client groups such as clients with a mental health diagnosis and clients with developmental delays and physical disabilities. HCAs employed by home care agencies may have the opportunity to provide care for infants and children, as well as caring for clients living with life-limiting illness, and who could benefit from hospice, palliative and end-of-life care. This course provides the information and skills needed to assist with these care assignments.
Prerequisites: Students must achieve a minimum final grade of C+ in each of the following courses HCA 120, HCA 121, HCA 122, HCA 123 & HCA 124.
Note: Students must achieve a grade of C+ in order to progress in the program.

HCA 127
Clinical Placement 2
5 credits, 160 hours clinical
Clinical placement 2 - Under the direction of a regulated health-care professional, students will work in a healthcare setting such as continuing care or acute care, providing person-centred care and support for clients and their families.
Prerequisites: Students must achieve a minimum final grade of C+ in each of the following courses HCA 120, HCA 121, HCA 122, HCA 123, HCA 124, HCA 125 & HCA 126.

HCA 128
Consolidated Clinical Placement
3 credits, 80 hours clinical
Clinical placement. Under the direction of a regulated health-care professional and buddied/partnered with an unregulated health-care professional, students will work in a variety of health-care settings such as continuing care or acute care, providing person-centred care and support for clients and their families.
Prerequisites: Students must achieve a minimum final grade of C+ in each of the following courses HCA 120, HCA 121, HCA 122, HCA 123, HCA 124, HCA 125, HCA 126 & HCA 127.

HE ED 102
Health Education: Individual Health & Wellness
3 credits, 45 hours lecture
This course is designed to offer an overview, within the context of the community and the Canadian Health Care system, of the physical, social, mental, environmental and spiritual aspects of personal health and wellness. Topics include nutrition, exercise, stress management, weight management, eating disorders, common health problems and their prevention and primary health care. This course includes an individualized analysis of personal health issues and physical fitness. Students will be expected to demonstrate knowledge of the concepts of health and wellness, describe their dimensions and plan, implement and report on a specific wellness plan or project as it relates to their own life. This is a theory course, which is applied in nursing courses.

HE ED 110
Introduction to Personal Health and Well Being
3 credits, 3 hours lecture, 1 hour lab
An individual-based analysis of physical fitness and personal health issues. Emphasis on planning and managing one's own lifestyle for health and well-being within the context of the current health care system. *Open to all students.*

HIST 111
Early Modern World History
3 credits, 3 hours lecture
This course is an introduction to world history from the fifteenth century to 1815. Themes to be discussed will include cross-cultural encounters, political and economic developments on a national and global scale. Students will also be introduced to the discipline of history.

HIST 112
The Modern World
3 credits, 3 hours lecture
This course is an introduction to world history 1815 to the present. Themes to be discussed will include nineteenth century imperialism, nationalism, revolution war and decolonization. Students will also be introduced to the discipline of history.

HIST 128
War, Revolution, and Society
3 credits, 3 hours lecture
The causes, course, and consequences of major conflicts around the globe, including their wider social effects.

HIST 228
The Early History of the British Peoples
3 credits, 3 hours lecture
This course is an introduction to the history of the British Isles from ancient times to 1688, with a particular focus on the history and development of England. The course will cover the main themes in British political, social, economic and cultural history, and will provide students with a foundation for senior courses in British history.

HIST 232
Ireland from Early Times to the Present Day
3 credits, 3 hours lecture
This course is an introduction to the history of Ireland from ancient times to the present day. The course will cover the main themes in Irish political, social, economic and cultural history, and will provide students with a foundation for senior courses in Irish history.

HIST 250
The United States to 1865
3 credits, 3 hours lecture
This course is an introduction to the history of the United States from colonial times to the end of the Civil War. The course will cover the main themes in American political, social, economic and cultural history, and will provide students with a foundation for senior courses in American history.

HIST 251
United States Since 1865
3 credits, 3 hours lecture
Survey of United States history from the Civil War to the present.

HIST 260
An Introduction to the Study of Canadian History 1500 - 1867
3 credits, 3 hours lecture
This course is an introduction to Canadian History from the first Amerindian-European contacts in the 1500s to Confederation in 1867. Among the topics to be discussed are Aboriginal/White relations, English/ French relations, political and economic developments in the colonies of New France and British North America. This course provides a foundation for senior and advanced courses in Canadian history.

HIST 261
An Introduction to the Study of Canadian History 1867 to the Present
3 credits, 3 hours lecture
This course is an introduction to Canadian History from 1867 to the present. Among the topics to be discussed are Aboriginal/ White relations, French-Canadian nationalism, sectionalism, labour history as well as political, economic and social developments in Canada during this period. This course provides a foundation for senior and advanced courses in Canadian history.

HIST 294
An Introduction to the History of Sciences, Technology, and Medicine
3 credits, 3 hours lecture
Broad survey of topics in the history of science, technology, and medicine.

HIST 296
History of the Second World War
3 credits, 3 hours lecture
This course explores many aspects of World War II that continue to engage military historians. Topics covered include the causes of the war; military weaponry and doctrine and their development throughout the war; significant air, sea, and land campaigns of the war; the aftermath and consequences of the war; and perspectives on the meaning and place of World War II in history.

HIST 303
Introduction to the History of Women
3 credits, 3 hours lecture
This course is an introduction to the study of the history of women in the western world. It will examine the position of women in western societies from the Middle Ages to the present. Among the topics to be discussed will be women and revolution, women and religion, “les querelles des femmes” and the struggle for the vote.

HIST 310
Canadian Environmental History
3 credits, 3 hours lecture
This course examines Canadians’ historical relationship to their environment. Various topics will be discussed, beginning with literature which charts 19th century environmental awareness in North America, Europe and the British Empire. In this setting, Canadian issues stemming from early European and Native contact, colonial industry, resource use, parks and conservation, ecofeminism, consumerism and postmodernism will be covered. Special attention will be given to understanding northern Alberta resource issues within this context.
Prerequisite: A previous course in Canadian history or permission of the Program Chair

HIST 318
Medieval and Imperial Russia
3 credits, 3 hours lecture
A study of the Russian people, state and culture from its origins to 1800, with emphasis on major institutional, social and ideological changes. This course deals with the origins of Russian history, the influence of Orthodox Christianity and the Tartar conquest, the establishment of autocracy and serfdom, and the westernization of Russia in the 17th and 18th centuries.

HIST 339
The Second British Empire and Commonwealth Experience in the Nineteenth and Twentieth Centuries
3 credits, 3 hours lecture
This course examines the history of the British Empire in the nineteenth and twentieth century, incorporating the colonies of settlement; the so-called dependant colonies of Africa, Asia and the Pacific; and, at times, the history of Great Britain itself. The course is organized to balance both metropolitan and colonial perspectives, and will cover themes and issues relevant to the political, economic, military, political, social and political history of the British Empire through decolonization after the Second World War.

HIST 365
The Canadian West to 1885
3 credits, 3 hours lecture
This course examines the history of the Prairie West from pre-contact times to 1885. It will include some discussion Northern history as well as the trans-mountain West. Topics to be discussed will include Aboriginal history, early exploration, the fur trade era, Riel and the Metis Nation and westward expansion.

HIST 366
The Canadian West Since 1885
3 credits, 3 hours lecture
This course examines the history of Canada, west of Ontario, from 1885 to the present. Various topics will be discussed such as the development of a regional identity in the West and the political traditions of the West.

HIST 373
History of Atlantic Canada
3 credits, 3 hours lecture
Survey of historical developments in the Atlantic region. The course will incorporate an interdisciplinary approach, with a view to understanding the culture(s) of the region. Through lectures and discussions, the various intellectual, social, political and economic strands that give identity to the region will be explored.

HIST 374
French Canada to Confederation
3 credits, 3 hours lecture
This course is designed to introduce students to the history of French Canada from the period of exploration and first contacts to Confederation. Various topics will be discussed from a French Canadian perspective including the society of New France, the conquest, the rebellion of 1837 and the French Canadian response to Confederation.

HIST 375
French Canada Since Confederation
3 credits, 3 hours lecture
This course introduces students to the history of French Canada from the time of Confederation to the present. Topics will include the conscription crises, the rise of Duplessis and the rise of the Parti Quebecois. These topics will be discussed from a French Canadian perspective.

HIST 397
History of Science I
3 credits, 3 hours lecture
An introduction to the History of Science, from Ancient Greece to Newton, studies in its religious, political, social and economic contexts.

HRM 100
Introduction to Human Resource Management
3 credits, 3 hours lecture
The complex and strategically important field of Human Resource Management (HRM) is surveyed, providing a comprehensive understanding of the HRM function and its place in the contemporary organization. The course also provides a base of practical knowledge about topics such as employment equity, recruitment and selection, job analysis, compensation, benefits administration, performance appraisal, health and safety administration and employment law.

HRM 101
Human Resources Management Methods
3 credits, 3 hours lecture
This course deals with information technologies and quantitative techniques as they are applied in Human Resource Management. Specific topics include the following: design, development and use of Human Resource Information Systems, graphical and numerical description of data sets, forecasting techniques (specifically applied to labour supply/demand), regression and correlation analysis (particularly as it applied to validation of selection tools). This course includes a computer lab component so that students can get some hands-on experience with the tools studied.
Prerequisite: HRM 100 or permission of the Program Chair

HRM 102
Industrial Relations
3 credits, 3 hours lecture
Dealing with the interaction of unions and employers in the framework of collective bargaining. This specialized Human Resource Management course focuses on the three key activities included in the Industrial Relations system: union certification, contract negotiations and grievance administration. Additional topics include the evolution of labour law, the structure and development of the Canadian labour movement and industrial relations in the public sector. The course makes use of case discussions and bargaining simulation exercises in addition to the lecture/ discussion method.

HRM 200
Strategic Staffing
3 credits, 3 hours lecture
This course begins with an examination of the different methods and information sources used to forecast an organization's need for human resources. Then, the course addresses various recruitment techniques with emphases on the identification of effective sources and media for particular types of jobs, and on the design of effective recruitment messages. The third and largest portion of the course examines the range of tools and techniques used to select the best candidate from a pool of recruits, including Application Banks, Interviewing, Selection Tests and Background (Reference) checks.
Prerequisite: HRM 100 or permission of the Program Chair

HRM 201
Occupational Health and Safety
3 credits, 3 hours lecture
This course begins with an in-depth look at the provisions of Health & Safety legislation, particularly in the province of Alberta. The common types and causes of workplace injury and work-related disease are then reviewed, in order to identify the primary on-the-job risk exposures. The main part of the course critically examines different approaches to Accident Prevention in the workplace and also looks at the emerging trend of wellness programs.
Prerequisite: HRM 100 or permission of the Program Chair

HRM 202
Training & Development
3 credits, 3 hours lecture
This course covers the procedures involved in developing and implementing a training program, and also provides participants with practical instructional skills. Topics include: training and development compared, methods for the determination of training needs, critical survey of training and development methods, instructional techniques, systematic assessment of training/ development courses and programs.
Prerequisite: HRM 100 or permission of the Program Chair

HRM 203
Human Resources Analytics
3 credits, 3 hours lecture
HR analytics implies the collection and application of talent data to improve critical talent and business outcomes. HR analytics enables HR professionals to develop data-driven insights to inform talent decisions, improve workforce processes and promote positive employee experience. Students will learn advanced methods of measuring the effectiveness of initiatives such as rewards, morale enhancement, productivity, leadership, etc.
Prerequisites: BUS 103, 107, 117, 191, 270, 299, HRM 100.

HRM 204
Strategic Compensation and Benefits
3 credits, 3 hours lecture
This course takes a detailed look at the methods used to determine fair and competitive wage and salary levels (i.e. Job Evaluation), provides an extensive critical survey of performance-based and knowledge-based compensation systems, and provides an in- depth treatment of the complex topic of supplemental benefits.
Prerequisite: HRM 100 or permission of the Program Chair

HRM 205
Advanced Strategic Human Resources Management
3 credits, 3 hours lecture
This course focuses on the development and integration of high-impact, HRM processes and practices to further the strategic direction of organizations. With an emphasis on current HRM trends and issues, students will apply strategic approaches to a wide range of HRM functions
Prerequisite: HRM 100

HRM 206
Performance Management
3 credits, 3 hours lecture
This course explores strategies for optimizing employee performance and behaviour in the workplace. Topics include: goal-setting theory; determination of performance criteria; qualitative and quantitative appraisal techniques; disciplinary procedures.
Prerequisite: HRM 100

HRM 210
Human Resource Management Capstone
3 credits, 3 hours lab, 1 hour lecture
This course will enable students to draw on all of their theoretical and practical tools and apply them to a real-life organizational situation. This may be accomplished by partnering with an organization from our community as a living case study, as an on-campus project, a traditional case study or another suitable learning activity. Students will be coached through the process of defining the problem, conducting a comprehensive situational analysis, formulating alternatives and recommending a viable strategy complete with an action plan for implementation.
Prerequisite: Completion of all first year HRM program courses.

HRM 211
Work Integrated Learning
3 credits, 140 practicum hours
The purpose of this course is to provide students in HRM program an opportunity to gain invaluable work experience by working preferably in regional organizations within their respective human resources departments. Students will be assigned relevant, value-adding project work in one or more areas of human resources for a minimum of 140 hours.
Prerequisite: Completion of all HRM program courses.

HTM 100
Introduction to Hospitality & Tourism
2 credits, 30 hours lecture
This introductory course provides an overview of the scope and complexity of the hospitality & tourism industries. Topics include industry roles and responsibilities, services, global trends, corporate branding, opportunities and the skills and competencies to be successful in hospitality & tourism management.

HTM 101
Safety & Security Operations
3 credits, 45 hours lecture
Safety and security of employees and consumers is paramount to successful hospitality and tourism operations. This introductory course focuses on adherence to the legal, safety and security requirements in hospitality and tourism facilities and operations. It involves prevention and risk mitigation practices typical of the hospitality & tourism sectors.

HTM 102
Customer Service Management
3 credits, 45 hours lecture
The success or failure of hospitality and tourism businesses and destinations depends on customer service excellence. This course explores the fundamentals of customer service within the context of a competitive global tourism environment, including best practices of ethical customer service relations and cultural protocols.

HTM 103
Business Communications & Technologies
3 credits, 45 hours lecture
A skills-based approach to developing informal and formal business correspondence and communications commonly used in the hospitality and tourism industries. Topics include culturally appropriate verbal and nonverbal means of business communication strategies, the use of technology in communication, the correct format of various business communication tools, as well as public speaking.

HTM 104
Front Office, Product & Reservation Fundamentals
3 credits, 45 hours lecture
Building on practices to enhance customer service excellence, this course focuses on hotel front office, tourism product, and reservation operations typical in hospitality and tourism organizations. Topics include reservation fundamentals, systems, procedures, technology, and effective communication strategies to promote a positive guest experience.

HTM 105
Financial Management
2 credits, 30 hours lecture
An introduction to the basic concepts of financial management in the hospitality and tourism industries. Topics include financial statements, night auditing, accounts receivable and payable, monetary transactions, and the concept of revenue management used by hospitality and tourism organizations.

HTM 106
Food & Beverage Operations & Service
3 credits, 45 hours lecture
Continuing the emphasis on excellence in customer service, the focus of this course is on food and beverage operations.
Prerequisites: HTM 100, HTM 101 and HTM 102

HTM 107
Housekeeping Operations
2 credits, 30 hours lecture
Housekeeping is critical to the success of today's hospitality operations. A study of characteristics of positive guest experiences will promote customer comfort and well-being. Topics include the essentials of coordinating day-to-day housekeeping operations, from big-picture management issues to technical details for cleaning each area.
Pre-requisites: HTM 100, HTM 101 and HTM 102

HTM 108
Culinary Arts Management
3 credits, 45 hours lecture
The art of food preparation and presentation will be explored as it relates to small and large group dining experiences. Topics include food science, logistics, and kitchen management techniques to ensure safe and healthy food handling practices.
Pre-requisites: HTM 100, HTM 101 and HTM 102

HTM 110
Work Integrated Learning Orientation
1 credit, 45 hours practicum
An experiential orientation to the hospitality industry.

HTM 120
Work Integrated Learning I
3 credits, 140 hours work placement
Practical application of academic studies under the supervision of an industry mentor. Primary responsibilities will be assigned in entry level hospitality and tourism organizations.
Prerequisites: HTM 100, HTM 101 and HTM 102

HTM 121
Work Integrated Learning II
4 credits, 210 hours work placement
Practical application of academic studies under the supervision of an industry mentor. Primary responsibilities will be assigned by hospitality and tourism organizations to apply theoretical concepts covered to date in the program.
Prerequisites: HTM 100, HTM 101 and HTM 102

HTM 122
Work Integrated Learning III
6 credits, 280 hours work placement
Practical application of academic studies under the supervision of an industry mentor. Primary responsibilities will be assigned by hospitality and tourism organizations to apply theoretical concepts covered to date in the program.
Prerequisites: HTM 100, HTM 101 and HTM 102

HTM 200
Event & Project Management
3 credits, 45 hours lecture
A basic project management approach to help students build the interpersonal and technical skills needed to successfully manage small to medium-scale projects and plan events in communities. Knowledge, skills, and practical experiences are gained through simulations and case-studies requiring initiation, planning, coordinating, implementing, closing, and evaluating projects, including cultural protocols and practices.
Prerequisites: HTM 100, HTM 101, HTM 102

HTM 201
Marketing & Sales
3 credits, 45 hours lecture
Marketing and sales of goods, services and consumer experiences is fundamental to the functioning of our hospitality and tourism organizations. This introductory course explores basic marketing and sales concepts, opportunities, and plans related to product, service, promotion, price, and place unique to the hospitality and tourism industries.
Prerequisites: HTM 100, HTM 101, HTM 102

HTM 202
Travel & Destination Fundamentals
3 credits, 45 hours lecture
Travel and Destination focuses on the fundamentals of travel and tourism operations and their ability to adapt to rapidly changing consumer interests. Topics include destination planning, coordination and logistics, geography, customer reviews, Indigenous tourism, regional suppliers, travel consultants and more.
Prerequisites: HTM 100, HTM 101, HTM 102

HTM 203
Human Resource Management
3 credits, 45 hours lecture
The complex and strategically important field of Human Resource Management is examined, unique to the hospitality and tourism industries. Topics include reporting structures, coordinating, and assigning work activities, supervision, staff training, performance evaluation, retention best practices, policies and procedures, health and safety administration, employment standards legislation, and more. Current Canadian issues and practices are explored.
Prerequisites: HTM 100, HTM 101, HTM 102, HTM 103, HTM 104, HTM 105, HTM 106, HTM 107, HTM 108, HTM 121, HTM 122

HTM 204
Leadership & Management
3 credits, 45 hours lecture
This advanced course builds on the fundamentals of hospitality and tourism management. Supervisory level competencies are developed through simulations and case-studies involving the application of leadership principles, quality assurance of product, services, and production levels, enhancing staff performance and corporate branding. Opportunities to gain a competitive edge through professional career development within the global industries will be explored.
Prerequisites: HTM 100, HTM 101, HTM 102, HTM 103, HTM 104, HTM 105, HTM 106, HTM 107, HTM 108, HTM 121, HTM 122

HTM 205
Regional Trends in Hospitality & Tourism
3 credits, 45 hours lecture
A survey of emerging hospitality and tourism regional trends will inform course topic(s) of emphasis. Through analysis of historical, current, and future opportunities and issues, proposals for future consideration will be developed and presented to industry stakeholders.
Prerequisites: HTM 100, HTM 101, HTM 102, HTM 103, HTM 104, HTM 105, HTM 106, HTM 107, HTM 108, HTM 121, HTM 122

HTM 220
Work Integrated Learning IV
6 credits, 280 hours work placement
Practical application of academic studies under the supervision of an industry mentor. Primary responsibilities will be assigned by hospitality and tourism organizations to apply theoretical concepts covered to date in the program.
Prerequisites: HTM 100, HTM 101 and HTM 102

HTM 221
Work Integrated Learning V
6 credits, 280 hours work placement
Practical application of academic studies under the supervision of an industry mentor. Primary responsibilities will be in supervisory management roles, as assigned by hospitality and tourism organizations, to apply theoretical concepts covered in the program.
Prerequisites: HTM 100, HTM 101, HTM 102, HTM 103, HTM 104, HTM 105, HTM 106, HTM 107, HTM 108, HTM 121, HTM 122, HTM 200, HTM 201, HTM 202, HTM 203, HTM 204, HTM 205, HTM 220

IENRN 100
Fundamentals of Medical and Surgical Nursing in Canada
3 credits, 45 hours lecture and lab; 3 instructional hrs/week
This course will provide students with concepts aimed to create an appropriate understanding, synthesis, and integration of relevant knowledge into Canadian healthcare practices and interventions related to common medical/surgical conditions. It adheres to the clinical practice guidelines and standards of practice for healthcare professionals to ensure that students can competently apply the related concepts in clinical settings. Through this course, students will advance their knowledge in providing safe, effective, and patient-centred care, while also strengthening their critical thinking, communication, and problem-solving skills. This course will provide preparation for advanced medical and surgical nursing interventions relating to evidence-informed practice and patient safety standards.
Note: Students must achieve a minimum grade of C+ in order to progress in the program.

IENRN 101
Foundational Pathophysiology and Pharmacology
3 credits, 45 hours lecture; 3 instructional hours/week
This pathophysiology and pharmacology course builds on foundational knowledge in anatomy and physiology, pathology, and microbiology to teach students the principles of safe and effective medication administration. Students will explore the mechanisms of disease processes, including alterations in physiological functions and their impact on health. Students will gain a comprehensive understanding of drug classifications, mechanisms of action, pharmacokinetics, and pharmacodynamics. Additionally, the course covers the legal and ethical considerations surrounding medication administration, including documentation, informed consent, and patient confidentiality.
Note: Students must achieve a minimum grade of C+ in order to progress in the program.

IENRN 102
Essential Nursing Skills
3 credits, 45 hours lecture; 3 lab hours/week
A skills-based course designed for students to gain proficiency and confidence in performing essential psychomotor skills required for nursing practice in Canada. It covers skills such as patient assessment, wound care, infection control, medication administration, and surgical procedures. Students must also be proficient in using various types of medical equipment to perform these skills. The course also aims to equip students with the necessary tools to provide patient-centered care and effectively manage patient care plans.
Co-requisite: IENRN 101

IENRN 103
Acute Care Clinical Practice
5 credits, 225 clinical hours
This clinical course is designed for students to integrate their existing knowledge and skills with Canadian standards of acute care. It emphasizes providing comprehensive, patient- and family-centered care while facilitating effective role socialization into the Canadian healthcare system. Through this clinical, students will prepare to deliver high-quality care in acute care settings and seamlessly transition into their roles as Registered Nurses in Canada.
Co-requisites: IENRN 100, IENRN 101, IENRN 102

IENRN 104
Foundations of Maternity, Pediatric, and Public Health in Canada
3 credits, 45 hours lecture and lab; 3 instructional hrs/week
This course provides students with essential knowledge and skills in maternity, pediatric, public health, and family-centered care in Canadian healthcare settings. Students will learn about reproductive health, maternal and neonatal care, pediatric developmental milestones, immunization schedules, and public health policies. Emphasis is placed on integrating cultural and linguistic competence and evidence-based practice into care delivery. The course also emphasizes the importance of family-centered care and effective communication with patients, colleagues, and healthcare teams across different contexts. Upon completion, students will be better equipped to provide compassionate, holistic care to women, children, and families.
Prerequisites: IENRN 100, IENRN 101, IENRN 102
Note: Students must achieve a minimum grade of C+ in order to progress in the program.

IENRN 105
Enhancing Communication, Cultural Competence, and Indigenous Health in Canadian Nursing Practice
3 credits, 45 hours lecture; 3 instructional hrs/week
This course aims at developing an understanding of self as a provider in the Canadian health professions context and in relation to Canada's Indigenous peoples. It explores the foundations of professional nursing, relational practice, and therapeutic communication skills necessary for interacting with patients, families, and health care team members. This course will cover topics such as understanding culture, cultural stereotypes, communication styles, non-verbal communication, effective listening, cultural differences in healthcare, and building cultural competence. It will include topics such as the historical context of Indigenous peoples in Canada, traditional cultural beliefs and practices, the impact of colonization on Indigenous health, respectful communication with Indigenous patients and families, the role of elders in Indigenous communities, and the importance of cultural safety in healthcare. It will focus on cultural awareness by recognizing and understanding Canadian expectations of patient advocacy. The course will promote reflection on personal perspectives and experiences to understand one's own attitudes, beliefs, and values so they can adapt and develop an understanding of Canadian values, and ethical considerations in communication. It will foster resilience and explore strategies for self-management and growth to successfully integrate into the Canadian healthcare system.
Note: Students must achieve a minimum grade of C+ in order to progress in the program.

IENRN 106
Jurisprudence and Ethics in Canadian Nursing Practice
3 credits, 45 hours lecture; 3 instructional hrs/week
This course aims to provide students with an understanding of the jurisprudence related to nursing and its implications for nursing practice including the legal and ethical framework that regulates nursing practice in Canada. An overview of the Health Professions Act, registration requirements, the role of the regulatory bodies, professional obligations and standards, scope of practice, disciplinary processes, and expected conduct within the profession will be provided. Students will gain knowledge of how the Canadian healthcare system provides affordable and accessible healthcare services at all levels of delivery. The different levels of care including primary, secondary, and tertiary care will be described and the role of the multidisciplinary team as health care providers will be defined. The role of advocacy for individual and population health will be described by emphasizing the importance of preventative healthcare, identifying risk factors, promoting healthy lifestyles, and implementing evidence-based interventions for various health conditions.
Note: Students must achieve a minimum grade of C+ in order to progress in the program.

IENRN 107
Canadian Mental Health Nursing
3 credits, 45 hours lecture and lab; 3 instructional hrs/week
This course will familiarize students with various mental health interventions that are relevant to the nursing practice in Canada. It will provide an in-depth understanding of mental health disorders including anxiety, depression, personality disorders, and substance abuse and the appropriate interventions, using culturally sensitive approaches to mental health nursing care to patients struggling with mental health disorders. The course will also cover psychiatric emergencies and how to manage them. Other key areas of content that are included will be therapeutic interventions, including medication management and counseling techniques. The course will aim to equip students with the necessary knowledge and skills to provide high quality mental health care and support to patients and their families.
Prerequisite: IENRN 101
Note: Students must achieve a minimum grade of C+ in order to progress in the program.

IENRN 108
Maternity, Pediatrics, and Mental Health Clinical Practice
3 credits, 135 hours clinical
This specialized clinical course is designed for students seeking to adapt their clinical expertise to the Canadian standards and practices. It offers an intensive, practical approach to nursing across three key areas: maternity, pediatrics, mental health. Students will enhance their clinical skills, understanding of local healthcare systems, and ability to provide patient-centered care in diverse settings.
Prerequisites: IENRN 100, IENRN 101, IENRN 102
Co-requisites: IENRN 104, IENRN 105, IENRN 106, IENRN 107

IENRN 109
Comprehensive Next Generation NCLEX Preparation for Exam Success
3 credits, 45 hours lecture; 3 instructional hrs/week
This course will prepare students to be successful in writing the NGNCLEX. It is designed to familiarize students with the exam licensing requirement for all nurses in Alberta by providing an overview of the exam format including content and scoring system as well as the nursing concepts and principles that are covered on the exam. Through practicing exam questions, students will gain proficiency in exam writing and apply critical thinking to question analysis. Through review of questions, students will understand the cultural and professional differences they may encounter as Registered Nurses working in Canada, including differences in the healthcare systems, patient populations, and workplace expectations. Additionally, strategies for answering exam questions effectively from the Canadian perspective on providing healthcare across the lifespan in a diversity of settings will be provided. This course will equip students with the knowledge, skills, and support needed to succeed on the NGNCLEX exam.
Note: Letter, students must achieve a minimum grade of at least A- in order to progress in the program.

IENRN 110
Transition to Practice
4 credits, 180 hours clinical
This clinical course will provide an opportunity to consolidate learning and preparation to assume the role of a registered nurse in Canada through a preceptorship. Students will spend the majority of this final clinical in an offsite practice setting working one-on-one with a registered nurse preceptor and the course instructor. The placement for the preceptorship is developed in collaboration with faculty and depends on the availability of practicum areas.
Prerequisites: IENRN 100, IENRN 101, IENRN 102, IENRN 103, IENRN 104, IENRN 105, IENRN 106, IENRN 107, IENRN 108

ITSP 102
IT Security Foundations for Professionals
3 credits, 75 course hours
This course introduces foundational cybersecurity concepts, focusing on threat mitigation strategies and compliance standards essential for IT professionals. Students will explore key cybersecurity principles, learning to identify threats, implement security measures, and understand compliance requirements aligned with industry standards like CompTIA Security+.

ITSP 103
Computer Maintenance
3 credits, 45 course hours
This course focuses on best practices for maintaining and caring for computer hardware, emphasizing techniques to optimize performance and extend equipment lifespan. Students will learn how to properly clean, maintain, and service various computer components to ensure optimal operation and longevity of IT equipment.

ITSP 104
Internet of Things
2 credits, 30 course hours
This course examines the Internet of Things (IoT), exploring how connected devices integrate into networks, the associated security risks, and strategies to mitigate common threats. Students will learn about IoT technologies and their impact on network security, analyzing risks introduced by connected devices and developing solutions to address these challenges.

ITSP 105
IT Specialists at Work 3
4 credits, 220 course hours
This course requires students to continue engaging in an advanced industry placement to apply accumulated IT knowledge, solving real-world challenges under professional supervision. Students will build on their in-field experience by participating in a practical apprenticeship where they work on complex IT projects, enhancing problem-solving skills with guidance from industry mentors.
Perquisites: ITSP 100, ITSP 101

ITSP 106
IT Specialists at Work 4
2 credits, 110 course hours
This capstone apprenticeship course requires students to apply their advanced IT knowledge in a professional setting, undertaking significant projects under industry supervision to demonstrate mastery of program competencies. Students will complete this immersive industry apprenticeship placement to showcase their ability to execute complex IT projects and integrate skills acquired throughout the program in a real-world environment.
Perquisites: ITSP 100, ITSP 101, ITSP 105

LIF 005
Healthy Lifestyles
2 credits, 2 hours lecture
Students will learn about the following topics: Budgeting and values, Budgeting techniques, Being a wise consumer, Developing your own personal spending plan, Using the Canada Food Guide to prepare and serve low-cost, nutritious meals, Eating to suit your lifestyle and to create the body you want, Accessing health resources, and Making positive lifestyle choices now so your body won't give out before its time.

LINC
Language Instruction for Newcomers to Canada
12 hours per week
LINC classes focus on helping newcomers to Canada develop their English language ability in speaking, listening, reading, and writing. While traditional elements of language such as grammar and vocabulary are taught, the focus of LINC classes is on practical communicative ability. Classes are very interactive and groupwork is a daily occurrence. The English taught in LINC is very practical and students can be confident that they will be using the English they learn in their daily lives at work or at home. Each month focuses on a settlement theme such as education, employment, health, nutrition, banking, credit, and so on. Classes also feature volunteer opportunities, guest speakers, field trips into the community, and weekly computer classes. Intake for LINC classes is done on the first Monday of each month. Assessment is on-going and portfolios are utilized to determine progression. As a result, level completion is individually based and not all students complete levels at the same time, nor should they expect to.

MATH 10C
Mathematics 10C
6 credits, 6 hours lecture
Topics covered include linear SI metric and Imperial measurement and conversions; surface area and volume of 3D objects; right triangle trigonometry; apply the power laws with integral and rational exponents; perform all operations (addition, subtraction, multiplication, division) on polynomials; factor polynomials; identify, describe, interpret and analyze relations and functions; evaluate functional notation; determine domain and range; graph and define linear relations; solve linear system of two relations.
Alberta Education Course Equivalency: Math 10C
Prerequisite: AFM 100 or equivalent or permission from the Program Chair.

MATH 10-3
Mathematics 10-3
5 credits, 5 hours lecture
The primary focus of this course is the development of spatial sense through direct and indirect measurement. Using imperial and metric units, fractions and decimals, students will describe the relationship among, and solve problems involving, length, area, volume, capacity, mass, temperature, angles, triangles and polygons, Students will also solve problems that require manipulation and application of formulas related to perimeter, area, primary trigonometric ratios, Pythagorean's theorem, income and unit pricing.
Alberta Education Course Equivalency: Math 10-3
Prerequisite: AFM 100 or equivalent or permission from the Program Chair.

MATH 20-1
Mathematics 20-1
5 credits, 6 hours lecture
Topics covered include oblique triangle trigonometry; application of trigonometry and the unit circle up to 360; perform all operations (addition, subtraction, multiplication, division) on radicals and rational expressions, solve radical and rational equations; graph, analyze and apply quadratic functions; solve quadratic equations; solve systems involving both linear and quadratic equations; graph, analyze and solve linear and quadratic inequalities and absolute value functions.
Alberta Education Course Equivalency: Math 20-1
Prerequisite: MATH 10, MATH 10C or MATH 20-2, or permission from the Program Chair.

MATH 20-2
Mathematics 20-2
5 credits, 6 hours lecture
Mathematics 20-2 prepares students for success in Mathematics 30-2. The -2 Math stream is intended for students pursuing post-secondary programs not requiring calculus. Topics covered include properties of angles and triangles, acute triangle trigonometry (sine law and cosine law), radicals, statistical reasoning, quadratic functions and equations, and proportional reasoning.
Alberta Education Course Equivalency: Math 20-2
Prerequisite: MATH 10, MATH 13, or MATH 10C or permission from the Program Chair.

MATH 20-3
Mathematics 20-3
5 credits, 5 hours lecture
This course further develops the concepts introduced in Math 10-3. The focus on the development of spatial sense through direct and indirect measurement is expanded to include the modeling and scale calculations of 3 dimensional objects. Problems and diagrams requiring the manipulation and application of formulas related to slope and rate of change are added to those of volume, capacity and surface area. Students create and interpret statistical data expressed within graphs, and they prepare budgets, credit calculations and compare services provided by financial institutions.
Alberta Education Course Equivalency: Math 20-3
Prerequisite: MATH 10-3 or MATH 10C

MATH 30-1
Mathematics 30-1
5 credits, 6 hours lecture
Topics covered include the unit circle; graph, analyze and solve problems using the three primary trigonometric functions for angles expressed in radians and degrees; solve first degree trigonometric equations; prove trigonometric identities; perform operations on and composition of functions; analyze and perform translations on graphs of functions and related equations; logarithms; graph, analyze and solve polynomial functions; permutations, combinations and binomial theorem.
Alberta Education Course Equivalency: Math 30-1
Prerequisite: MATH 20-1 or MATH 30-2 or permission from the Program Chair.

MATH 30-2
Mathematics 30-2
5 credits, 6 hours lecture
Mathematics 30-2 prepares students for post-secondary programs that do not require calculus. Topics include set theory, counting methods (fundamental counting principle, permutations, combinations), probability and functions. Functions that will be explored include polynomial, exponential, logarithmic, and sinusoidal.
Alberta Education Course Equivalency: Math 30-2
Prerequisite: MATH 20-2 or MATH 20-1 or permission from the Program Chair.

MATH 30-3
Mathematics 30-3
5 credits, 5 hours lecture
The focus on the development of spatial sense introduces an understanding of the limitations of measurement tools in terms of precision, accuracy, uncertainty, and tolerance. Students perform translations, rotations, reflections and dilations on 2D and 3D models. Within the topic of linear relations, students demonstrate proficiency in graphing, formula manipulations, interpolation and extrapolation. Students critique the viability of small business options by considering expenses, sales and profit/loss statements. Statistical reasoning is developed through study of measure of central tendency and the analysis of probability.
Alberta Education Course Equivalency: Math 30-3
Prerequisite: MATH 20-3

MATH 031
Calculus
5 credits, 6 hours lecture
Topics covered include differential calculus of algebraic functions with applications to problems involving motion, rates of change, optimization and areas; vectors in the plane and in 3-space; matrix algebra; and solutions of systems of linear equations.
Alberta Education Course Equivalency: Mathematics 31
Prerequisite: MATH 30-1 or permission from the Program Chair.

MATH 100
Calculus I
3 credits, 3 hours lecture, 2 hour lab
4.0 Engineering units for the University of Alberta
This course covers rectangular and polar coordinates, analytic geometry, transcendental functions, limits, continuity, derivatives and applications, Taylor polynomials, integration and applications.
Prerequisite: Math 30-1 and Math 31
NOTE: This course may not be taken for credit if credit has already been obtained in MATH 1113, or University of Alberta's MATH 114 or MATH 117. MATH 100 is restricted to Engineering students.

MATH 101
Calculus II
3 credits, 3 hours lecture, 1 hour tutorial
3.5 Engineering units for the University of Alberta
This course covers applications of integration to lengths, areas, volumes, and masses, inverse trigonometric and hyperbolic functions, methods of integration, polar and parametric equations, vector functions and derivatives.
Prerequisite: MATH 100
NOTE: This course may not be taken for credit if credit has already been obtained in either MATH 1115 or University of Alberta's MATH 118. MATH 101 is restricted to Engineering students

MATH 102
Applied Linear Algebra
3 credits, 3 hours lecture, 1 hour lab
3.5 Engineering units for the University of Alberta
This course covers vector and matrix algebra, systems of linear equations, vector geometry in the plane and in space, determinants, orthogonality and applications, eigenvalues and eigenvectors with applications, complex vector spaces. The course will also introduce students to the use of the computer algebra system MATLAB in solving problems in Linear Algebra.
Prerequisite or Co-requisite: MATH 100
NOTE: This course cannot be taken for credit if credit has already been obtained in MATH 1120, or University of Alberta's MATH 125 or MATH 127. MATH 102 is restricted to Engineering students.

MATH 160
Higher Arithmetic
3 credits, 3 hours lecture
This course is restricted to students of Elementary Education. It will provide them with an elementary introduction to Logic, Sets, Number Theory, Representations of Numbers, Number Systems, and Probability Theory.
Prerequisite: Math 30-1, Math 30-2, or permission of the Program Chair.

MATH 214
Intermediate Calculus I
3 credits, 4 hours lecture
Topics include Infinite series, Taylor series, vectors, complex numbers, 2- and 3-dimensional analytic geometry; multivariate differential calculus, emphasizing the 2- and 3-dimensional cases; curves in 2-dimensions, and polar coordinates.
Prerequisite: MATH 1115

MATH 215
Intermediate Calculus II
3 credits, 4 hours lecture
Topics include: an introduction to ordinary differential equations; curves in 3-space; integration in 2- and 3-dimensions; polar, cylindrical, and spherical coordinates; line and surface integrals; Green's divergence and Stokes' theorems.
Prerequisite: MATH 214

MATH 260
Topics in Mathematics
3 credits, 3 hours lecture
Problem solving in different areas of mathematics.
Prerequisite: MATH 30-1 or MATH 30-2 or permission from Program Chair.
NOTE: This course is intended for Education students and is not open to Science students.

MATH 1113
Elementary Calculus I
3 credits, 3 hours lecture, 1 hour lab
This course is an introduction to the differential and integral calculus of algebraic functions of a single variable. Topics include limits and continuity of functions, techniques and applications of differentiation and definition and properties of the definite integral.
Prerequisite: MATH 30-1

MATH 1115
Elementary Calculus II
3 credits, 3 hours lecture
This course is an extension of Mathematics 1113, involving a study of the elementary transcendental functions and of further techniques and applications of integration. Topics include exponential and logarithmic functions, trigonometric and inverse trigonometric and further applications of integration, L'Hopital's rule and improper integrals.
Prerequisite: MATH 1113

MATH 1120
Basic Linear Algebra I
3 credits, 3 hours lecture
This course covers systems of linear equations, vectors in a n-space, vector equations of lines and planes, matrix algebra, inverses and invertibility, introduction to linear transformations, subspaces of n-space, determinants, introduction to eigenvalues and eigenvectors, the dot product and orthogonality, applications in a variety of fields, and numerical methods.
Prerequisite: Math 30-1
NOTE: This course cannot be taken for credit if credit has already been obtained in any of MATH 102, or University of Alberta's MATH 125 or MATH 127

MEDIA 210
3 credits, 3 hours lecture
Key topical and changing trends and issues in contemporary media culture.

MGTSC 312
Probability and Statistics for Business, Part II
3 credits, 3 hours lecture
This course is the second part of an introduction to statistical analysis. Topics include statistical inference for the variance; statistical inference for the means, proportions and variances from two populations; analysis of variance; non-parametric statistics; joint probability distributions; marginal and conditional distributions; covariance, correlation and independence; contingency tables; simple, multiple and non-linear regression; and time series analysis.
Prerequisite: MGTSC 301 and MATH 1120

MICRB 265
General Microbiology
3 credits, 3 hours lecture, 3 hours lab
This course will focus on the structure and physiology of free-living and pathogenic bacteria. The diversity of their metabolic activities, the interaction of microbes with their environment, symbiotic relationships and cell-to-cell communication are major topics. Lectures and laboratory exercises are coordinated to explore topics in basic microbiology, environmental microbiology, molecular microbiology, and the production of economically or medically important products through microbial biotechnology.
Prerequisite: BIOL 107 and CHEM 161 or CHEM 164 or CHEM 261

MMI 133
Medical Microbiology for Nurses
3 credits, 3 hours lecture
An introductory course in medical microbiology designed specifically for students in the BScN Program. The course covers basic biology of microorganisms, the immune system, hospital hygiene, transmission of infection, infections, antimicrobials, disinfection and sterilization. The course focuses on common and important pathogenic organisms and how they cause disease.
NOTE: Students must achieve a minimum grade if C+ in order to progress in the program

MUSIC 100
Introduction to Music
3 credits, 3 hours lecture
A study of the elements of music and various musical styles with an emphasis on listening and analytical tools. Music covered includes folk, jazz, popular, music of other countries and a brief survey of the history of Western classical music. This course requires no previous musical training.

NATST 100
Introduction to Native Studies
3 credits, 3 hours lecture
This course will introduce the discipline and expectations of Native Studies to the student by emphasizing research and writing skills necessary in an academic environment. The subject matter for the course will come from such areas as the cultural histories and analysis of contemporary conditions of Native societies in Canada.

NATST 110
Historical Perspectives in Native Studies
3 credits, 3 hours lecture
A thematic introduction to the historical relationships, colonial contexts, and social, economic, political and cultural patterns that have shaped the contemporary situation of Aboriginal peoples in Canada.

NATST 111
Contemporary Perspectives in Native Studies
3 credits, 3 hours lecture
An introductory survey of current issues affecting Aboriginal peoples in Canada and their efforts to confront their colonial relationships with and within Canadian society.

NATST 201
A Canadian Indigenous Prospective to Helping
3 credits, 3 hours lecture
An analysis of Canadian welfare policy and the human services from an aboriginal perspective. The course emphasizes the linkage between practice and policy and overlays concepts such as colonization, decolonization, and approaches to practices which include cross culture, structure and anti-oppression in the context of Indigenous world views, experience and helping practices.

NTSC 3301
Environmental Health
3 credits, 3 hours lecture
Many aspects of human health are affected by the environment, and many diseases can be initiated, promoted, sustained or stimulated by environmental factors. For that reason, the interactions of people with their environment are an important component of public health. This course introduces students to the complexity of environmental health issues facing society today.

NURS 102
Essential Nursing Skills
3 credits, 45 hours
A skills-based course designed for students to gain proficiency and confidence in performing essential psychomotor skills required for nursing practice in Canada. It covers skills such as patient assessment, wound care, infection control, medication administration, and surgical procedures. Students must also be proficient in using various types of medical equipment to perform these skills. The course also aims to equip students with the necessary tools to provide patient-centered care and effectively manage patient care plans.
Note: Enrollment is restricted to Nursing & Allied Health students and requires approval from the Program Chair. Registration will be permitted on a case-by-case basis and by approval from Program Chair.

NURS 106
Foundations of Anatomy & Physiology for Nursing
6 credits, 90 hours lecture
This course will introduce students to Anatomy, which is the study of the structure and relationships among structures; and Physiology which is the science that describes the normal function of living organisms with respect to the activities of tissues, organs, and systems. The central focus of the course is to illustrate and integrate structural principles and to build a fundamental knowledge and correlation between structure and function and of general system rules. This course will introduce students to Anatomy, which is the study of the structure and relationships

among structures; and Physiology which is the science that describes the normal function of living organisms with respect to the activities of tissues, organs, and systems. The central focus of the course is to illustrate and integrate structural principles and to build a fundamental knowledge and correlation between structure and function and of general system rules.

NURS 116
Pathophysiology and Pharmacology
3 credits, 45 hours lecture
The focus is the application of human anatomy and physiology to the concepts of pathophysiology and pharmacology. The course focuses on alterations to normal physiology and introduces the concepts of pharmacokinetics and pharmacodynamics in relation to alterations in health.
Prerequisites: MMI 133, NURS 106 (or NURS 140 and 150), and NURS 120 (or NURS 103)
NOTE: Available only to nursing students in the Collaborative Program. Students must achieve a minimum grade of C+ in order to progress in the program. Credit may be obtained for only one of NURS 116 or 113.

NURS 120
Foundations for Success in Nursing
4 credits, 30 hours lecture, 30 hours lab
The course develops an understanding of self as a learner in a health professions context. It explores the foundations of professional nursing, relational practice, and therapeutic communication. The course promotes reflection on personal perspectives and experiences to understand one's own attitudes, beliefs, and values. It fosters resilience and explores strategies for self-management and growth.
Corequisites: MMI 133 and NURS 106 (or NURS 140 and 150).
NOTE: Available only to nursing students in the Collaborative Program. Students must achieve a minimum grade of C+ in order to progress in the program. Credit may be obtained for only one of NURS 120 or 103.

NURS 123
Health and Wellness Across the Lifespan
3 credits, 45 hours lecture
This course will explore concepts of health, wellness and illness across the lifespan and the nurse's role in promoting wellness. Maintaining a strength-based focus, the concept of development across the lifespan will be discussed. Students will be encouraged to consider the impact of biopsychosocial and cultural factors on development and how values, beliefs and attitudes affect health and illness perceptions and behaviors. Goals of Care, chronicity, and the impact of planetary health and genomics on health and wellness across the lifespan will also be introduced.
Note: Restricted to students in the Bachelor of Science in Nursing Collaborative Program
Prerequisites: MMI 133 or equivalent, NURS 106 (or NURS 140 and 150), and NURS 120.
Corequisite: NURS 124, NURS 125.

NURS 124
Foundations of Nursing I
3 credits, 45 hours lecture
The course explores the meanings of health and healing. It highlights the diversity of beliefs, values, and perceptions of health. The course introduces the Canadian Health Care System, conceptual frameworks of health promotion, determinants of health, disease and injury prevention, and primary health care. The focus is on the nurse/client relationship in a relational practice context.
Prerequisites: MMI 133, NURS 106 (or NURS 140 and 150), and NURS 120 (or NURS 103).
Corequisite: NURS 125 (or NURS 105).
NOTE: Available only to nursing students in the Collaborative Program. Students must achieve a minimum grade of C+ in order to progress in the program. Credit may be obtained for only one of NURS 124 or NURS 103.

NURS 125
Nursing Practice – Health Assessment & Nursing Process
4 credits, 30 hours lecture, 45 hours lab
The focus is on the health assessment of the adult and expected health assessment findings throughout the lifespan. The course provides a beginning foundation of the nursing process as framework for developing assessment skills and use of clinical technologies necessary for determining client health status and provision of care.
Prerequisites: MMI 133, NURS 106, and NURS 120
Corequisite: NURS 116, NURS 124 and NURS 200
NOTE: Available only to nursing students in the Collaborative Program. Students must achieve a minimum grade of C+ in order to progress in the program. Credit cannot be obtained for NURS 125 if credit is granted for NURS 105.

NURS 211
Statistics and Knowledge Management
3 credits, 45 hours lecture
An introduction to reading, understanding and interpreting commonly used statistics in published health sciences research. The course provides a hands-on approach to understanding measurement, sampling, and statistical analysis techniques commonly used in health care research. It introduces the concepts of information literacy, health data and big data in electronic datasets and the statistical techniques used to interpret these data in meaningful ways.
Note: Available only to nursing students in the BScN Collaborative Program. Students must achieve a minimum grade of C- in order to progress in the program.
Credit may be obtained for only one of NURS 211 or 388.

NURS 216
Pathophysiology and Pharmacology II
3 credits, 45 hours lecture
The course explores selected episodic and chronic health alterations and the related pharmacological concepts. The focus is on applying foundational knowledge of pathophysiology and pharmacology to evidence-informed nursing practice. Aligns with concepts from NURS 220 and NURS 221 intentional clinical learning activities.
Prerequisites: NURS 116 (or NURS 113)
Co-requisites: NURS 220 & NURS 221
Note: Available only to nursing students in the BScN Collaborative Program. Students must achieve a minimum grade of C+ in order to progress in the program. Credit may be obtained for only one of NURS 216 or 215.

NURS 217
Pathophysiology and Pharmacology III
3 credits, 45 hours lecture
The course explores selected episodic and chronic health alterations and the related pharmacological concepts. The focus is on applying foundational knowledge of pathophysiology and pharmacology to evidence-informed nursing practice. Aligns with concepts from NURS 220 and NURS 221 intentional clinical

learning activities.
Prerequisites: NURS 216 (or NURS 113/215)
Note: Available only to nursing students in the BScN Collaborative Program. Students must achieve a minimum grade of C+ in order to progress in the program. Credit may be obtained for only one of NURS 217 or 215.

NURS 220
Foundations of Nursing II
3 credits, 45 hours lecture
The focus is on evidence-informed assessment and management of health challenges in both episodic and chronic illness. Aligns with concepts from NURS 216 and NURS 221 intentional clinical learning activities.
Prerequisites: NURS 116 (or NURS 113), NURS 124 (or NURS 103), and NURS 125 (or NURS 105)
Note: Available only to nursing students in the Collaborative Program. Students must achieve a minimum grade of C+ in order to progress in the program. Credit may be obtained for only one of NURS 220 or 201. Students must achieve a minimum grade of C+ in order to progress in the program. Credit may be obtained for only one of NURS 216 or 215.

NURS 221
Introductory Acute Care Nursing Practice I
6 credits, 13 hours lecture, 26 hours lab, 130 hours clinical
This practicum in acute care settings develops beginning knowledge, skills, and abilities to provide safe ethical patient care for adults with episodic and chronic health challenges. Intentional clinical learning activities integrate evidence-informed knowledge from NURS 220 and 216. The focus is on assessment, clinical reasoning, care planning, and documentation in paper and digital formats.
Prerequisites: NURS 116 (or NURS 113), NURS 124 (or NURS 103), and NURS 125 (or NURS 105)
Note: Available only to nursing students in the BScN Collaborative Program. Credit may be obtained for only one of NURS 221 or 202.

NURS 222
Indigenous Health in Canada
3 credits, 45 hours lecture
This course is offered in response to the Truth and Reconciliation Commission of Canada: Calls to Action and is the beginning step to culturally safe interaction and practice. Focus is on introducing students to a variety of historical realities and contemporary issues relevant to Indigenous health in Canada. Students will examine issues and contributions facing settler relations from a historical, contemporary and critical perspective, with a focus on health and well-being.
NOTE: Available only to nursing students in the Collaborative Program. Spring/Summer term offering only

NURS 224
Foundations of Nursing III
3 credits, 45 hours lecture
The focus on evidence-informed assessment and management of health challenges in both episodic and chronic illness. Aligns with concepts from NURS 216 and NURS 225 intentional clinical learning activities.
Prerequisites: NURS 220 (or NURS 201)
Co-requisites: NURS 217
Note: Available only to nursing students in the BScN Collaborative Program. Credit may be obtained for only one of NURS 224 or 307. Students must achieve a minimum grade of C+ in order to progress in the program. Credit may be obtained for only one of NURS 221 or 202.

NURS 225
Introductory Acute Care Nursing Practice III
6 credits, 13 hours lecture, 26 hours lab, 130 hours clinical
This practicum in acute care settings further develops knowledge, skills, and abilities to provide safe ethical patient care for adults with episodic and chronic health challenges. Intentional clinical learning activities integrate evidence-informed knowledge from NURS 224 and 216. The focus is on assessment, clinical reasoning, care planning, and documentation in paper and digital formats.
Prerequisites: NURS 220, NURS 216, NURS 221
Note: Available only to nursing students in the BScN Collaborative Program.

NURS 300
Health Policy, Health Care Organizations, Change Management
3 credits, 45 hours lecture
The course builds upon the personal leadership foundations of NURS 200. It explores the organization of healthcare systems, concepts of healthcare management and care delivery models. The course provides an overview of healthcare policy and the roles of the nurse in influencing health policy and facilitating change within healthcare systems. Note: Available only to nursing students in the Collaborative Program.
Prerequisite: Completion of 2nd year courses
Note: Students must achieve a grade of C- in order to progress in the program.

NURS 311
Evidence Informed Nursing Practice
3 credits, 45 hours lecture
This acute care practicum builds on the concepts and intentional clinical learning from NURS 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.
Prerequisites: NURS 211
Note: Restricted to student in the Bachelor of Science in Nursing Collaborative Program.

NURS 321
Nursing Practice - Advanced Acute Care I
6 credits, 6 hours lecture, 12 hours lab, 144 hours clinical
This acute care practicum builds on the concepts and intentional clinical learning from NURS 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.
Prerequisites: NURS 216, NURS 217, NURS 224 (NURS 307), and NURS 225 (NURS 308), NURS 220
Note: Restricted to student in the Bachelor of Science in Nursing Collaborative Program.

NURS 323
Community Nursing Through the Lifespan
6 credits, 18 hours lecture, 18 hours lab, 144 hours clinical
The course covers theories, ethics and evidence-informed approaches to community health nursing including primary healthcare, population health, health maintenance and promotion, and disease and injury prevention. It includes exploration of concepts of community- based assessment, planning, intervention, and evaluation with community-as- client. The practicum portion of the course includes a variety of community settings. Nursing practice will include health assessment and interventions for clients throughout the lifespan and care continuum. Clinical hours listed are the total number of hours and will be offered over 6 weeks.
Prerequisites: NURS 216, NURS 217, NURS 321, NURS 224 (NURS 307), NURS 225 (NURS 308), NURS 220
Note: Restricted to student in the Bachelor of Science in Nursing Collaborative Program.

NURS 325
Nursing Practice - Advanced Acute Care II
6 credits, 12 hours lab, 192 hours clinical
The course provides opportunities for participants to integrate, consolidate, and expand concepts from previous learning to advance their professional nursing practice. Participants have the opportunity to consolidate learning and advance their clinical decision-making in a variety of acute care settings.
Prerequisites: NURS 216, NURS 217, NURS 321, NURS 224 (NURS 307), NURS 225 (NURS 308), NURS 220
Note: Restricted to students in the Bachelor of Science in Nursing Collaborative Program.

NURS 327
Mental Health & Wellness in Nursing
6 credits, 18 hours lecture, 18 hours lab, 144 hours clinical
This course in mental health provides opportunities to acquire knowledge, skills, and attitudes to promote wellness, through safe, ethical nursing practice, in a variety of contexts. The focus will be mental well-being throughout the lifespan. Learning experiences will provide students an understanding of the mental health nursing process. Clinical hours listed are the total number of hours and will be offered over 6 weeks.
Prerequisites: NURS 216, NURS 217, NURS 321, NURS 224 (NURS 307), NURS 225 (NURS 308), NURS 220
Note: Available only to nursing students in the Collaborative Program.

NURS 400
Leadership in Nursing & Interprofessional Practice
3 credits, 45 hours lecture
The course prepares learners with the knowledge and capabilities for working within complex interprofessional environments in healthcare. It focuses on six key interprofessional competencies (patient, client, family, community - centered care, interprofessional communication, role clarification, team functioning, interprofessional conflict resolution and collaborative leadership). The course culminates with the application of knowledge to authentic scenarios and demonstration of effective collaborative teamwork.
Prerequisite: NURS 300
Note: Students must achieve a grade of C- in order to progress in the program.

NUTR 100
Nutrition and Wellbeing
3 credits, 3 hours lecture
The course examines the fundamental principles of nutrition. It includes an analysis of practical and theoretical concepts of nutrition and the effects that dietary intake and physical activity have on human health.

NWCS 300
Computer Hardware &Software Fundamentals
3 credits, 3 hours lecture
An overview of the fundamentals of computer hardware and software including advanced concepts such as security, networking, and the responsibilities of an IT professional.

NWCS 302
Administration of Operating Systems
4 credits, 4 hours lecture
An introduction to the administration of Microsoft Windows servers and Linux as an open-source client operating system to manage domain networks. Focus is on managing data and active directory services, user/group accounts, command interface (Shell), print services, data storage, and emergency recovery.

NWCS 304
Compiled Programming Language
3 credits, 3 hours lecture
An overview of the fundamentals of programming in one of the compiled programming languages in order to provide the basics of writing computer codes required for entry-level programming skills for networking and IT security jobs.

NWCS 305
Introduction to Routing, Switching & Wireless Networks
4 credits, 4 hours lecture
An introduction to the architecture, structure, functions, components, and models of the Internet and other computer networks. Focus is on the principles and structure of IP addressing and the basics of Ethernet concepts, media, and operations, switching technologies and routing operations used in small and medium-sized company networks, including Wireless Local Area Networks (WLANs) and security concepts**.**

NWCS 307
Enterprise Network, Security & Automation
3 credits, 3 hours lecture
An overview of the architecture of network design, securing, operating, and troubleshooting corporate networks covering Wide Area Network (WAN) technologies and Quality of Service (QoS) mechanisms used for secure remote access. Focus is on software-defined networking, virtualization, and automation concepts that support the digitalization of networks.

NWCS 308
Microsoft Network Services & Security
3 credits, 3 hours lecture
The application of Microsoft technology to the configuration and troubleshooting of Windows server-based network infrastructure services such as DNS and DHCP services, IPv4 and IPv6 network addressing, Network Policy Server (NPS) services, and Network Access Protection (NAP) services.

NWCS 309
Network Security Implementation I
3 credits, 3 hours lecture
An introduction to basic security concepts and needed skills to install, troubleshoot, and monitor network devices to maintain integrity, confidentiality, and availability of data and devices. Focus is on security threats in modern network infrastructures, securing Cisco routers, and implementing AAA on Cisco routers using a local router database and an external ACSA (Access Control Server).

NWCS 310
Network Security Implementation II
3 credits, 3 hours lecture
An introduction to security concepts and needed skills to install, troubleshoot, and monitor network devices to maintain integrity, confidentiality, and availability of data and devices. Focus is on implementing Cisco IOS Firewall features set, Cisco IOS IPS feature set, site-to-site VPN, and remote access VPN.

NWCS 311
Professional Career Preparation & Communication Skill
4 credits, 4 hours lecture
An introduction to professional career preparation and integration into the job market. Emphasis is on using social networks for career development, preparing resumes and portfolios, maximizing competitive performance, and effective communication skills in the IT job context.

NWCS 312
Cybersecurity I
4 credits, 60 hours lecture
The application of global solutions to implement, adapt, secure, and protect networks by installing virtual machines to create a secure environment for implementing and analyzing cybersecurity incidents.

NWCS 313
Cybersecurity II
4 credits, 60 hours lecture
The application of global solutions to implement, adapt, secure, and protect networks by using network monitoring tools to identify attacks against network services and protocols and exercising various methods to prevent malicious access to data, hosts, and computer networks.

NWCS 314
Interpreted Programming Language
3 credits, 3 hours lecture
An introduction to programming in a simple and efficient language that is well suited to the configuration and security needs of modern networks. Focus is on the structure, lexicon, and syntax of Python programming language.

NWCS 315
Project Management Fundamentals
3 credits, 3 hours lecture
An overview of project management fundamentals, including the planning, monitoring, and controlling of a project. Emphasis is on the project life cycle, management styles, and quality management.

NWCS 316
Mobility& Security of Wireless Networks
3 credits, 45 hours lecture, duration 8 weeks
A lab-based review of designing, installing, configuring, monitoring, and performing basic Wireless Local Area Network (WLAN) troubleshooting in the industry. Focus is on the security of a wireless network, using local and remote-based server security such as a Radius server.

NWCS 317
Cryptology & Digital Data Protection
3 credits, 45 hours lecture, duration 8 weeks
An introduction to the concepts of cryptology, cryptography, and cryptanalysis associated with the implementation of Network Security and Cybersecurity courses. Focus is on concepts of authentication, integrity, and confidentiality.

NWCS 319
Penetration Tests & Vulnerabilities Detection
3 credits, 45 hours lecture, duration 8 weeks
The application of penetration and vulnerabilities tests and detections, subjecting one or more systems to different conditions, in order to compare the reaction of the system(s) to the expected behaviour to discover the existence of vulnerabilities.

NWCS 320
IT Security & Risk Management
3 credits, 45 hours lecture, duration 8 weeks
An introduction to the theoretical knowledge necessary to effectively design and manage an organization's overall security posture. Focus is on the concepts of confidentiality, integrity and availability, principles of security governance, legislative, regulatory and privacy compliance requirements, and legal and regulatory issues relating to information security in a global context.

NWCS 321
Advanced Professional Integration Project
4 credits, 210 hours lab, duration 7 weeks
A capstone teamwork approach to implementing a multiplatform network according to the requirements, producing clear technical documentation, and presenting a final report to integrate the skills acquired throughout the program. Focus is on the realities of the computer work environment and interaction in a professional context.
Prerequisites: NWCS 312, 313, 314, 315, 316, 317, 319, 320

NWCS 330
Introductory Professional Integration Project
3 credits, 45 hours lecture, duration 6 weeks
An approach to proposing a question/problem, distributing team roles and responsibilities, following methodology, producing clear technical documentation, and presenting the project before a jury. Focus is on using computer security software and cryptographic libraries.

OA 107
Business Math & Microsoft Excel Specialist
2 credits, 4 hours lecture
Students will complete practical mathematical application problems on topics such as percentages, invoices, merchandising and interest calculations. Through hands-on exercises, students are introduced to basic features and applications of a spreadsheet program. Using some of the more common worksheet and range commands, students develop and format worksheets containing various cell entries, formulas, and several built-in functions.
Prerequisite: OA 110

OA 108
Accounting I
3 credits, 4 hours lecture
Through hands-on experience and practical examples, students will develop a sound knowledge of the principles of accounting. Business simulations and business problems provide the students with the reinforcement necessary to fully understand and maintain the accounting records of a service business and a merchandising business organized as a partnership.

OA 109
Computerized Accounting I
2 credits, 4 hours lecture
Students will be introduced to the most commonly utilized accounting software in small business. Students will work with the accounting records of several different small businesses organized as sole-proprietorships and partnerships. Current payroll legislation will also be covered.
Prerequisite: OA 108 or equivalent

OA 110
Windows & File Management
1 credit, 5 hours lecture
This is a foundation course in operating Windows and managing drives, files, and folders in a network environment using Windows Explorer. Students will also learn functions of a computer system, hardware and software components, e-mail and Internet features. This course provides a solid foundation for students to learn subsequent Windows applications.

OA 118
Keyboarding I
2 credits, 4 hours lecture
Students will master touch keyboarding including alphabetic and non-alphabetic parts of the keyboard. Keyboarding software is used to provide an individual diagnostic/prescriptive methodology as a means toward developing accuracy and increasing speed. Students will be required to spend time outside of class for practice.

OA 119
Keyboarding II
2 credits, 3 hours lecture
Students will use an individualized diagnostic/ prescriptive methodology as a means toward maintaining accuracy and increasing keyboarding speed. Keyboarding software will be utilized to enhance learning in the areas of technique perfection in keystroking, keyboard reinforcement, and rhythm development.
Prerequisite: OA 118

OA 120
Business Communications I
3 credits, 5 hours lecture
Good communication skills, more than any other factor, determine who gets the good job, who does that job well, and who gets the promotion. This course is designed to provide a firm foundation for effective business communications - both written and oral. Practical principles of grammar and punctuation will be mastered by the student. Spelling and vocabulary expertise is developed with emphasis placed on terminology used in today's electronic office.

OA 122
Business Communications II
3 credits, 5 hours lecture
Students will develop skills in oral and written communications and demonstrate these skills in the preparation of business correspondence, job search documents and interviews, customer service situations, oral presentations, and meetings. This course will take the student through the steps of planning and producing effective business memos and letters and will present strategies for overcoming common business-writing problems. A strong focus will be placed on the job search, including the resume, application letter, and interview.
Prerequisite: OA 120 and OA 145

OA 133
On-The-Job Training
2 credits, 160 hours practicum
Students are placed in a business setting for approximately four weeks. This enhances the students' formal training by providing an opportunity to apply newly acquired technical and administrative skills.
Prerequisite: Successful completion of all Office Administration Certificate courses

OA 135
Human Relations In Business
2 credits, 4 hours lecture
This course focuses on personality development for work. It is becoming increasingly evident that students need highly-developed human relations skills to be successful in the workplace. The course is designed to guide students through building and shaping their behaviour so that they get along effectively with others in a business environment. The necessity for and the development of teamwork skills is emphasized throughout the course. The importance of creative thinking and problem- solving skills for today's office professional is also stressed.
NOTE: PLA not allowed for this course.

OA 136
Office Procedures
2 credits, 4 hours lecture
The administrative support procedures for office tasks common to most offices today are presented. The topics covered will be reception duties; meetings, minutes, and conferences; telephone/ communications techniques; travel arrangements; distribution of information; sources business corporations.
Prerequisite: OA 110

OA 145
Microsoft Word & Document Preparation I
3 credits, 5 hours lecture
OA 145 is an introductory course that is designed to develop a thorough understanding and proficient skills in basic word processing concepts and functions. Students will learn the step- by-step procedures for creating and editing a word processing document; move, copy, find and replace text; efficient keyboard and mouse techniques for moving the insertion point, changing the view within a document, and selecting text; linking document text, and utilizing proofing tools including the spelling, grammar, thesaurus, and autocorrect tools. Introductory concepts related to character, paragraph, and document formatting will also be covered. An emphasis will be placed on efficiency and accuracy in the preparation and printing of assignments.
Co-requisite: OA 110 and OA 118

OA 146
Microsoft Word – Specialist & Document Preparation II
3 credits, 5 hours lecture
Word processing software will be used to develop skills in document preparation. A varied selection of documents will be prepared including letters in several styles and lengths, memoranda, envelopes, basic reports with headings and subheadings, and tables in a variety of uses. Merge basics will be introduced and resumes will be prepared in a table format with the automated table feature. Students will also develop skills in utilizing resources including a reference manual, postal manual, and handouts as a guide to well formatted documents. An emphasis will be placed on the efficient and accurate preparation of mailable documents.
Prerequisite: OA 118 and OA 145

OA 180
Microsoft Access
2 credits, 5 hours lecture
This course deals with the management of information in business. The student will learn to design and manage electronic filing systems for various office environments. Records management using the Microsoft ACCESS database software is introduced. The student will learn fundamental database concepts and features, including designing, creating, and modifying database structures. Records will be sorted, selected, and reports generated.
Prerequisite: OA 110

PAPHY 105
Pathophysiology for Health Care Professionals
3 credits, 45 hours lecture
Pathophysiology is a theory course in the basic sciences. This pathophysiology course examines the pathological processes underlying disease and focuses on common disorders in the body system Disorders related to the systems of the body will be discussed in terms of manifestations, etiology, and complications. The diagnosis and medical management of common disorders in each body system will also be discussed.
Prerequisites: ANPH 100 and ANPH 101 or NURS 106
Co-requisite: PHARM 130

PCARP 110
Safety and Building Materials
2 credit, 26 hours
This section will introduce students to the safety legislation, regulations and industry policy in the trade. Topics covered are climbing, lifting, rigging and hoisting, hazardous materials and fire protection. Students will gain an understanding of construction equipment safety, an introduction to concrete and the apprenticeship training program. Solid wood products, wood joinery, manufactured construction products as well as fasteners, adhesives and sealants will be included.

PCARP 120
Tools
5 credits, 78 hours
This section will introduce students to hand tools, portable and stationary power tools, cutters, bits and abrasives, explosive actuated tools, pneumatic and fuel powered tools.

PCARP 130
Site Preparation, Building Layout, Foundations and Floor Frame Systems
5 credits, 74 hours
Students will learn to follow preliminary shite and building procedures. It will describe building loads and forces, foundation supports and concrete flatwork. Students will learn about foundation systems, floor frame support and floor frames.

PCARP 140
Residential Estimating and Drawing Interpretation
4 credit, 62 hours
Students will learn about residential estimating and drawing interpretation. Drawing basics, orthographic drawings, pictorial drawings and sketching, drawing standards. Students will gain an understanding of drawing interpretation principles, math concepts. This section will also include how to estimate foundation forms and concrete material requirements.

PCP 100
Professional Practice for Prehospital Care
3 credit, 45 hours lecture
Core professional communication skills will be developed and fostered for relevant policies at an entry level health care provider. Professional communication and leadership skills will be explored in all the following aspects: providing patient care, documenting, and interprofessional collaboration. Techniques used to communicate effectively, obtain pertinent patient information, and communicate as a member of the health care team will be practiced. Confidentiality and professionalism are crucial aspects of communication. As an essential member of the health care team, it is essential to develop a thorough understanding of the responsibility as a registered professional and a working knowledge of the code of ethics, practice standards, and legislation that guide their practice.

PCP 101
Health Assessment for the Prehospital Care Professional
4 credit, 30 hours lecture, 30 hours lab
Assessment knowledge and foundational skills are required for patient health assessment in urgent and non-urgent practice settings. It is important to learn the necessary framework to complete comprehensive, systematic, and knowledgeable health assessments. Accurate health assessments are critical to PCP practice in helping to provide optimal patient outcomes. Development of critical thinking skills required for accurate prioritization of patient diagnoses and treatment will be emphasized.
Co-requisites: PCP 102, PCP 103.

PCP 102
Introductory Anatomy and Physiology
3 credits, 45 hours lecture
Using a systems approach, the fundamentals of normal human body structure and function will be described and discussed. Foundational knowledge in body systems structure and function will be explored. Necessary life functions and survival needs will be examined through analyses of cellular function as it relates to all body systems. A focus will be on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

PCP 103
PCP Integrated Theory I
6 credits, 30 hours lecture, 60 hours lab
Foundational theory and skills necessary to competently perform patient care will be introduced. Content covered will facilitate bridging learned theoretical concepts into practical application and rationale for both the medical and trauma patient. This knowledge is applied in skills stations, scenarios, and simulations to develop confidence and leadership in call management while enhancing clinical reasoning and critical thinking abilities. Reflection on skills, scenarios, and simulations is required as part debriefing activities. Basic Life Support Provider (CPR through the Heart & Stroke Foundation) certification will be completed.
Co-requisites: PCP 101, PCP 102

PCP 104
Introduction to Paramedic Wellness
3 credits, 25 hours lecture, 20 hours lab
Physical, social, mental, and physiological aspects of personal and professional health and wellness are explored. Content covered includes nutrition, stress management, personal and professional fitness, mental wellness, and impacts of shift work. The development of individualized reflections will include personal health goals, mental wellness, and dealing with persons in crises. Participation in the laboratory component is mandatory for success in the physical fitness portion of this course.

PCP 105
Pathophysiology
3 credits, 45 hours lecture
Introductory pathophysiology concepts will build on previously learned Anatomy and Physiology concepts to understand deviations from normal body structure and function. Content will be covered in a building block sequence from cellular to organ to systems level. Foundational knowledge of pathophysiology is critical to guiding PCP practice for the development of critical thinking, differential diagnoses, and treatments important in providing patient care.
Prerequisites include PCP 102, co-requisites are PCP 104, PCP 106, PCP 107.

PCP 106
Introduction to Pharmacology
3 credits, 45 hours lecture
A practical applied approach to medication knowledge and administration is discussed as it relates to patient care. An understanding of the foundational theoretical concepts surrounding pharmacokinetics and pharmacodynamics is required prior to administering medications. Each classification of medication will be covered including their mechanism of action, their clinical effects, and side effects. A focus on roles/responsibilities will help to develop critical thinking and critical inquiry for safe medication administration. Harmful incidents and near misses affecting patient safety are examined through the lens of professional responsibility and accountability.

PCP 107
PCP Integrated Theory ll
6 credits, 10 hours lecture, 80 hours lab
Building on the foundational theory and skills introduced in PCP Integrated Theory I, knowledge will be bridged to previously learned theoretical concepts. New theoretical concepts and skills include practical application and rationale for the medical, trauma, and special populations patient. This knowledge will be applied in skills stations, scenarios, and simulations to further develop confidence and leadership in call management while enhancing clinical reasoning and critical thinking abilities. Reflection on previous and new skills, scenarios, and simulations is required as part of debriefing activities.
Prerequisites: PCP 101, PCP 102, PCP 103, PCP 105
Co-requisites: PCP 106.

PCP 108
Acute Care Practicum
1 credit, 60 hours practicum
Application of learned theoretical knowledge and skills to patients in an acute, urgent, and emergent setting is completed under the supervision of a regulated health care professional. Active participation and autonomy in all patient care is necessary to meet all National Occupational Competency Profile (NOCP) requirements. The expectation is to actively integrate as part of the health care team while practicing at an appropriate PCP standard and scope of practice as outlined by Alberta College of Paramedics. All Term 1 and 2 courses must be successfully passed to take PCP 108.
Prerequisites: PCP 100, PCP 101, PCP 102, PCP 103, PCP 104, PCP 105, PCP 106, PCP 107.

PCP 109
Ambulance Practicum 6 credits
280 hours practicum
This practicum requires application of learned theoretical knowledge and skills to patients in urgent and emergent prehospital care settings under the supervision of a registered Primary Care Paramedic (PCP) or an Advanced care Paramedic (ACP). Demonstration of effective call management during patient care at an appropriate PCP standard and scope of practice as outlined by Alberta College of Paramedics. This practicum is an immersive opportunity to demonstrate knowledge and gain experience in a wide variety of prehospital settings with medical, trauma, and special populations patients. This final course in the program prepares for entry-level primary care paramedic practice. The preceptor's regular shift schedule will be followed for a minimum of 280 hours or until call volume is sufficient to meet NOCP competencies.
All Term 1 and 2 courses and PCP 108 must be successfully passed to take PCP 109.
Prerequisites: PCP 100, PCP 101, PCP 102, PCP 103, PCP 104, PCP 105, PCP 106, PCP 107, PCP 108.

PCP 400
Integrated Theory
6 credit, 128 hours
This course provides the theory needed for an Emergency Medical Technician. Students integrate theory in the areas of communications, legal & ethical issues, anatomy & physiology in order to prepare them for the primary care they will provide as EMTs.
Co-requisite: PCP 406 and PCP 407

PCP 406
Recreation Program – Fitness
1 credit, 60 hours
This course deals with the principles of personal fitness, awareness of your present fitness level and provides guidelines for establishing a personal fitness program.
Co-requisite: PCP 400

PCP 407
Practical Course
3 credits, 150 hours
This course will cover the practical applications of skills required of an EMT. In this course, students will demonstrate skills in a laboratory setting. There is an additional 16 hours for the ITLS course.
Co-requisite: EPCP 400

PCP 408
Ambulance Practicum
4 credits, 240 hours
The ambulance and hospital practicums are designed to ensure the student is capable of applying the theoretical knowledge gained over the previous few months and apply it to actual patient care. The ambulance portion of the program allows the student to experience a wide variety of medical and traumatic conditions.
Prerequisite: PCP 400, PCP 406 and PCP407

PCP 409
Hospital Practicum
1 credit, 36 hours
Keyano College values quality education. For prehospital professions, a critical component of this quality is the clinical experience. The clinical placement allows students, under the guidance of an experienced professional, to apply the skills they have learned. This mentoring process allows the student to safely develop confidence and competence with their new skills and knowledge by both observation of skilled professionals, and application of their skills in a supervised environment.
Prerequisite: PCP 400, PCP 406 and PCP 407

PECO 3100
Applied Science
4 credits
Topics include applied math, applied mechanics, thermodynamics, and applied science as identified in the Alberta Boilers Safety Association Reference Syllabus for the first paper of 3rd Class Part A Power Engineering.

PECO 3200
Plant Services
4 credits
The course covers industrial legislation, codes, boiler calculations, fuels and combustion, piping, electro technology, electrical calculations, control instrumentation and fire prevention and plant safety as identified in the Alberta Boilers Safety Association Reference Syllabus for the second paper of 3rd Class Part A Power Engineering.

PECO 3300
Steam Generation
4 credits
Topics covered are boilers, boiler control systems, heating and air conditioning, feed water treatment, pumps, and welding as identified in the Alberta Boilers Safety Association Reference Syllabus for the first paper of 3rd Class Part B Power Engineering.
Prerequisite: Completion of 3rd Class Part A theory or 3A ABSA

PECO 3400
Prime Movers and Auxiliaries
4 credits
This course covers prime movers, air compressors, refrigeration and lubrication as identified in the Alberta Boilers Safety Association Reference Syllabus for the second part of 3rd Class Part B Power Engineering.
Prerequisite: Completion of 3rd Class Part A theory or 3A ABSA.

PECO 3500
Work Experience
12 credits
Six month paid work placement with industry.
Prerequisite: Completion of all 3rd Class course work.
NOTE: Work placement may be outside Wood Buffalo Region.

PECO 4100
Applied Science
4 credits
Topics include elementary mechanics and dynamics; elementary chemistry and thermodynamics; jurisdictional legislation, codes, and standards for power engineers; power plant and heating plant safety; and environment. Content aligns with the SOPEEC (Association of Standardization of Power Engineers of Canada) Fourth Class Power Engineers reference syllabus for 4th Class Part A Power Engineering.

PECO 4200
Plant Services
4 credits
Topics include material and welding; piping and valves; electricity; energy plant instrumentation and controls; plant communication; boiler systems; and boilers. Content aligns with the SOPEEC (Association of Standardization of Power Engineers of Canada) Fourth Class Power Engineers reference syllabus for 4th Class Part A Power Engineering.

PECO 4300
Steam Generation
4 credits
Topics include lubrication, pumps, and compressors; boiler safety devices; plant (boiler) operations; power plant/ heating plant maintenance; and water treatment. Content aligns with the SOPEEC (Association of Standardization of Power Engineers of Canada) Fourth Class Power Engineers reference syllabus for 4th Class Part A Power Engineering.

PECO 4400
Prime Movers & Auxiliaries
4 credits
Topics include prime movers and engines; auxiliary building systems; refrigeration, heating ventilating, and air conditioning; heating and cooling systems; and types of plants. Content aligns with the SOPEEC (Association of Standardization of Power Engineers of Canada) Fourth Class Power Engineers reference syllabus for 4th Class Part A Power Engineering.

PECO 4500
Work Experience
12 credits
Six month paid work placement with industry.
Prerequisite: Completion of all 4th Class course work.
NOTE: Work placement maybe outside Wood Buffalo Region

PECOM 4500
200-Hour Power Lab Course
12 credits
During this intensive training lab students gain will experience hands on learning in safe operation and maintenance of boilers, turbine/generator, combustion engine, refrigeration and HVAC systems, and other associated auxiliary equipment in heating plants, oil sands operations, and other industrial settings.
Prerequisite: Completion of all 4th Class course work

PELEC 110
Circuit Fundamentals
5 credits, 78 hours
Students will acquire a foundation of knowledge covering composition of matter, current, voltage and resistance. This course will explore the characteristics of conductors, series and parallel resistive circuits. An understanding of the interrelation between work, energy, power and efficiency will be discussed. Students will also learn to connect and analyze an Edison 3-wire system.

PELEC 120
EMF Sources
2 credits, 26 hours
This course covers EMF sources and topics will include cells, batteries, magnetism, electromagnetism, electromagnetic induction and generators.

PELEC 130
Equipment Fundamentals
4 credits, 62 hours
Students will cover safe handling and operation of meters, circuits, conductors and resistors, splicing and terminating, relays and controls. Residential alarm systems and smoke detectors are also covered.

PELEC 140
Canadian Electrical Code Part I and Drawings
4 credits, 60 hours
Students will cover Part I of the Canadian Electrical Code which will differentiate and emphasize the importance of the code in the Electrical Industry. A greater understanding of the Alberta apprenticeship program is also acquired. Identification of symbols and interpretation of blue print reading, diagram and schematic drawings are emphasized. and diagrams.

PELEC 150
Standard and Specific Workplace Safety
1 credit, 12 Hours
Students will cover Safety Legislation, Regulations & Industry Policy in the Trades, Climbing, Lifting, Rigging and Hoisting, Hazardous Materials and Fire Protection, Apprenticeship Training Program and Electrical Safety.

PELM 3100
Applied Science
4 credits
Topics include applied math, applied mechanics, thermodynamics, and applied science as identified in the Alberta Boilers Safety Association Reference Syllabus for the first paper of 3rd Class part A Power Engineering.

PELM 3200
Plant Services
4 credits
The course covers industrial legislation, codes, boiler calculations, fuels and combustion, piping, electro technology, electrical calculations, control instrumentation and fire prevention and plant safety as identified in the Alberta boilers Safety Association Reference syllabus for the second paper of 3rd Class Part A Power Engineering.

PELM 3300
Steam Generation
4 credits
Topics covered are boilers, boiler control systems, heating and air conditioning, feed water treatment, pumps, and welding as identified in the Alberta Boilers Safety Association Reference Syllabus for the first paper of 3rd Class Part B Power Engineering.
Prerequisite: Completion of 3rd Class Part A theory or 3A ABSA

PELM 3400
Prime Movers & Auxiliaries
4 credits
This course covers prime movers, air compressors, refrigeration and lubrication as identified in the Alberta Boilers Safety Association Reference Syllabus for the second part of 3rd Class Part B Power Engineering.
Prerequisite: Completion of 3rd Class Part A theory or 3A ABSA

PELM 4100
Applied Science
4 credits
Topics include elementary mechanics and dynamics; elementary chemistry and thermodynamics; jurisdictional legislation, codes, and standards for power engineers; power plant and heating plant safety; and environment. Content aligns with the SOPEEC (Association of Standardization of Power Engineers of Canada) Fourth Class Power Engineers reference syllabus for 4th Class Part A Power Engineering.

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Prerequisite: Completion of 4th Class Part A theory or 4A ABSA

PEMP 100
Employability Skills
2 credits, 30 hours
This course is designed to provide students with the essential skills necessary to seek, obtain and maintain employment in their relevant field. Topics will include Canadian Employment Standards, Labour Relations and Workers Compensation. Students will acquire the knowledge to effectively communicate in the workplace and conflict resolution methods. Creation of a marketable resume and cover letter in addition to interview strategy techniques.

PEMP 101
Trades Mathematics
2 credits, 30 hours
This course will provide an overview of metric and imperial systems, basic mathematic functions including fractions, ratios, proportions, percentages, exponents, algebra, trigonometry and logarithms.

PEMP 102
Trades Science
2 credits, 30 hours
This course will provide an overview of simple machines, properties of matter, air and water. Topics also include review of energy and motion, temperature and heat, magnetism and electricity.

PEMP 103
Technical Communication
2 credits, 30 hours
An introduction to the concepts of technical communication and report writing. Topics of significance for technical writing such as, summaries, technical definitions and descriptions, process descriptions, instructions and report writing.

PEMP 200
Pre-employment Work Placement
3 credits, 135 hours
This course provides students with a minimum of 135 hours work experience, to apply technical skills in the related trade.

PESS 293
Introduction to the Movement Activities of Children Aged 5 - 12
3 credits, 3 hours lecture
A study of play and other movement activities including games, gymnastics and dance for children will be covered.

PHARM 130
Basic Pharmacotherapeutics
3 credits, 45 hours lecture
This Pharmacology course provides the basic scientific knowledge required for the safe administration of medications. The course focuses on the therapeutic physiological effect of medications in treating clients across the lifespan. Content includes common classification of drugs and their action, therapeutic effect, routes, side effects and reactions. Common medications are cited to reach drug classification. Herbal preparations are also introduced. This is a theory course.
Prerequisite: ANPH 100 and ANPH 101 or NURS 106
Co-requisite: PAPHY 105

PHET 110
Workplace Safety, Materials and Tools
2.5 credits, 40 hours
This course provides an introduction to safety legislation, regulations and industry policy in the trades with a focus on trade-specific safety. Major topics include communication; materials and fastening devices; climbing, lifting, rigging and hoisting; hazardous materials and fire protection; and hand, shop and power tools.

PHET 120
Suspensions, Wheels and Systems
3.5 credits, 53 hours
This course covers frame and suspension fundamentals and service; coupling units fundamentals and service; landing gear fundamentals and service, trailer systems and components; and orientation to trailer inspection. Other major topics include bearings and seals; wheels, tires, and hubs; and preventive maintenance.

PHET 130
Hydraulics I and Brake Systems
3 credits, 49 hours
This course will cover hydraulic brake system fundamentals, hydraulic brake systems (drum and disc), hydraulic brake systems diagnosis and servicing. Other topics include hydraulic fundamentals, hydraulic brake booster system fundamentals and service, parking brake system fundamentals and service, and electric brake fundamentals and service. The course will also cover hydraulic system components, including reservoir, filters, hoses, coolers, pumps, valves, and cylinders.

PHET 140
Electrical I and Electronics I
3.5 credits, 53 hours
This course will provide an introduction to electrical theory, electrical circuits, magnetism, and test equipment. Other major topics include battery fundamentals and service, electrical wiring, lighting circuits and circuit protection.

PHET 150
Air Brakes
3 credits, 45 hours
This course will provide an introduction to basic electronics and electronic control systems, as well as air brake system fundamentals, components, testing, and service. Other major topics include truck/tractor air brake system components, trailer air brake system components, and air antilock brake system fundamentals.

PHIL 101
Introduction to Philosophy: Values and Society
3 credits, 3 hours lecture
This course provides the student with an introduction to the perennial problems of philosophy through the study and critical discussion of selected classical and modern works. The aim of this course is twofold. The student will be introduced to the domain and method of philosophical inquiry. More specifically the student will examine in some detail the areas of ethics and politics. In these areas the relationship between individuals and individuals and society will be highlighted.

PHIL 102
Introduction to Philosophy: Knowledge and Reality
3 credits, 3 hours lecture
This course provides the student with an introduction to the perennial problems of philosophy through the study and critical discussion of selected classical and modern works. The aim of this course is twofold. The student will be introduced to the domain and method of philosophical inquiry. More specifically the student will examine in some detail the areas of epistemology and metaphysics. Epistemology is concerned primarily with the nature of knowledge and metaphysics is concerned with the nature of reality.

PHIL 120
Symbolic Logic I
3 credits, 3 hours lecture
A study of sentential logic, including translation, semantics, decision procedures and natural deduction followed by an introduction to predicate logic, concentrating on translation.
NOTE: Not open to students with credit in PHIL 220

PHIL 125
Practical Logic
3 credits, 3 hours lecture
Practical Logic refers to the elementary methods and principles for analyzing, evaluating and constructing arguments. The course will focus on theory, explaining the core concepts and theoretical tools necessary for proper philosophical reasoning. This theoretical study will provide an introduction to formal notation, syllogisms, informal fallacies, definitions and common argument forms. The course will also include instruction in the practical use of logic by explaining the skills and procedures used in sound argumentation. This practical exercise will provide basic instruction in writing arguments, evaluating media and applying diagnostic methods to reasoning as it occurs in contemporary debates.

PHIL 160
Contemporary Moral Issues
3 credits, 3 hours lecture
This course is an introduction to the elementary principles and methods of moral philosophy. An understanding of ethical theory will provide a foundation for discussion of contemporary moral issues. The objectives of the course are to provide the student with an understanding of the ethical theories which ground Western moral intuition and tradition, an appreciation of the methods employed by philosophers with respect to ethical controversies, an ability to critically assess moral arguments, and the skills needed to express moral arguments in oration, interactive dialogue and written essay.

PHIL 200
Metaphysics
3 credits, 3 hours lecture
This course examines basic questions concerning the nature of reality. Topics may include existence, materialism and idealism, freedom and determinism, appearance and reality, causality, identity, time and space, universals and particulars.

PHIL 205
Philosophy of Mind
3 credits, 3 hours lecture
This course is designed as an introduction to the central issues in the philosophy of mind. Topics to be considered include consciousness, self-knowledge, models of the mind, the mind-body problem, behaviourism and artificial intelligence.

PHIL 215
Epistemology
3 credits, 3 hours lecture
This course is designed to provide students with an adequate grounding in the central issues of epistemology, including such topics as the definition of knowledge, skepticism and the limits of human knowledge, the role of perception, memory, and reason as sources of human knowledge, relativism, truth, and the objectivity of knowledge. These and other epistemological issues will be studied through a close reading of three classic inquiries, Plato's Theaetetus, Russell's Problems, and Plantinga's Warrant. Each of these texts contains deep and abiding insights into the central epistemological question, "What is knowledge?" Students will be required to read difficult text, engage in philosophical seminar discussions and express their ideas through critical response essays.

PHIL 217
Biology, Society and Values
3 credits, 3 hours lecture
This course focuses on the philosophical and social impact of historical and contemporary topics in the biological sciences. Topics may include genetic engineering, human cloning, the social impact of the theory of evolution and other relevant issues.

PHIL 230
Ancient Greek Philosophy
3 credits, 3 hours lecture
The purpose of this course is to introduce the students to Ancient Greek Philosophy. The course will cover the Pre- Socratics, Socrates, Plato and Aristotle.

PHIL 240
Descartes to Hume
3 credits, 3 hours lecture
This course is a survey of the main philosophical trends that occurred in the 17th and 18th centuries in European philosophy. Philosophers to be studied include Rene Descartes, John Locke, Gottfried Leibniz, Benedicto Spinoza and David Hume. By studying these figures students will become familiar with some of the key figures and knowledge that shaped the modern world.

PHIL 250
Contemporary Ethical Issues
3 credits, 3 hours lecture
An examination of ethical questions of right and wrong, good and evil, and application of ethical theories to practical issues.

PHIL 265
Philosophy of Science
3 credits, 3 hours lecture
This course is designed as an introduction to the central issues in the philosophy of science. Topics may include the problem of induction, demarcating science and non-science, the logic of discovery and justification in science, paradigm shifts and theory change, and the role of science in society.

PHIL 270
Introduction to Political Philosophy
3 credits, 3 hours lecture
The purpose of this course is to introduce students to the study of political philosophy. This will be accomplished by considering relevant issues and positions in political philosophy.

PHIL 317
Philosophy of Biology
3 credits, 3 hours lecture
This course focuses on core topics where the information provided by biology contributes to issues in philosophy. This can include topics such as issues in epistemology and the philosophy of science, the social repercussions of biological discoveries, and the application of biological theories to social issues.

PHIL 333
Aristotle and Hellenistic Philosophy
3 credits, 3 hours lecture
This course focuses on the various philosophical theories that emerged from Aristotle to the Roman period. Theoretical positions to be considered include Aristotelianism, Stoicism, Epicureanism, Pyrrhonianism and neo-Platonism. Issues to be considered include the nature of knowledge, the good life, and the nature of reality.

PHIL 355
Environmental Ethics
3 credits, 3 hours lecture
This course focuses on issues that arise due to our relationship with the environment. Topics to be considered may include the debate between anthropocentrism, psychocentrism and ecocentrism; climate change; private versus public solutions to environmental issues; and genetically modified foods.

PHIL 357
Philosophy of Religion
3 credits, 3 hours lecture
This course focuses on various topics in the philosophy of religion. These topics may include religious pluralism, proofs of God's existence, the problem of evil, the meaning and intelligibility in religious language, and religion and morality.

PHIL 375
Science and Society
3 credits, 3 hours lecture
This course is a broadly based introduction to the intellectual, cultural and social dimensions of science and their implications. Topics may include the impact of the Newtonian revolution, mechanism, materialism and Darwinism, the values of science, and the social aspects of science.

PHIL 382
Philosophy of Law: Social Issues
3 credits, 3 hours lecture
This course is an introduction to the philosophic study of law with particular emphasis upon the interconnectedness of law and morality. The course will investigate philosophical problems arising at the interface between the legal system and wider social life: problems of legal liability (harm as the limit of legal liability, legal paternalism, legal moralism), the nature of legal liability/responsibility (the mental element in legal liability), civil disobedience, punishment, and censorship.

PHIL 386
Philosophy of Health Care
3 credits, 3 hours lecture
This course involves a philosophical examination of various issues in health care. Topics may include rights to abortion, passive versus active euthanasia, research on human subjects, multi-tier versus single tier health care, allocation of medical resources, confidentiality, and consent.

PHYS 025
Physics 025
6 credits, 6 hours lecture
Main topics include triangle trigonometry, vectors and vector diagrams, space body diagrams, relative velocity, uniform acceleration, Newton's three laws, inclined planes, pulley systems, friction, work, power, energy, circular motion, interaction between bodies, and introduction to waves.
Alberta Education Course Equivalency: Science 10 (Physics unit) and Physics 20.
Co-requisites: MATH 10C or equivalent or permission from the Program Chair

PHYS 030
Physics 030
5 credits, 6 hours lecture, 2 hours lab on alternate weeks
A review of Physics 025, followed by the study of electric and magnetic fields, electromagnetic radiation, and conservation of energy.
Alberta Education Course Equivalency: Physics 30
Prerequisite: PHYS 025 or equivalent or permission from the Program Chair

PHYS 114
The Universe from a Modern Perspective
3 credits, 3 hours lecture
This course is a qualitative survey of some of the interesting topics in modern physics. The concepts of physics are presented without the mathematical constructs that usually accompany them. Topics to be covered will include Classical versus Quantum views; order versus chaos; Newton's versus Einstein's Universe; Particles and Wave nature of matter; Radiation and Nuclear Energy.
Prerequisite: MATH 30-1 or MATH 30-2
NOTE: This course does not qualify as a prerequisite for 200 or higher level ASTRO, GEOPH, MA PH or PHYS courses. This course is not eligible as a first year physics requirement in Pre-Professional programs i.e. Pre- Med, pre- Dentistry.

PHYS 124
Particles and Waves
3 credits, 3 hours lecture, 3 hours lab
Algebra-based course primarily for students in life, environmental, and medical sciences. It guides the student through two distinct types of motion: motion of matter (particles) and wave motion. Vectors, forces, bodies in equilibrium, review of kinematics and basic dynamics; conservation of momentum and energy; circular motion; vibrations; elastic waves in matter; sound; wave optics; black body radiation, photons, de Broglie waves. Examples relevant in environmental, life, and medical sciences will be emphasized.
Prerequisite: MATH 30-1, and PHYS 20 or equivalent (PHYS 30 strongly recommended)
NOTE: Credit may be obtained for only one of PHYS 124, PHYS 144 or ENPHY 131 or University of Alberta's SCI 100, EN PH 131, PHYS 124, or PHYS 144.

PHYS 126
Fluids, Fields and Radiation
3 credits, 3 hours lecture, 3 hours lab
Physics 126 is a continuation of Physics 124. Fluid statics and dynamics, gases and kinetic interpretation; electrostatics; currents and circuits; magnetic field; electromagnetic induction; electromagnetic radiation (light) and its interaction with matter.
Prerequisite: PHYS 124
NOTE: Credit may be obtained for only one of PHYS 100, PHYS 1130 or the University of Alberta's PHYS 109, PHYS 126, or PHYS 146

PHYS 144
Newtonian Mechanics and Relativity
3 credits, 3 hours lecture, 1 hour tutorial, 3 hours lab
Introduction to vectors, kinematics in one dimension; Kinematics in two dimensions, Newton's Laws of Motion; Work and Energy, Impulse and Collisions, Relativity, J. Rotation of a rigid body about a fixed Axis.
Prerequisite: Mathematics 31, Physics 30
Co-requisite: Math 1113 or equivalent
NOTE: Credit may be obtained for only one of PHYS 124, PHYS144 or ENPH 131

PHYS 146
Fluids and Waves
3 credits, 3 hours lecture, 1 hour tutorial, 3 hours lab
Equilibrium and Elasticity, Fluid Statics and Dynamics, Simple Harmonic Motion, Mechanical Waves, Wave Properties of Light Reflection and Refraction, Interference, Diffraction, Quantum Mechanics.
Prerequisite: PHYS 124 or PHYS 144
Co-requisite: MATH 1115 or equivalent
NOTE: Credit may be obtained for only one of PHYS 126 or PHYS 146

PHYS 235
Engineering Physics
3 credits, 3 hours lecture
Fundamentals of technology including problem solving, dimensional analysis, significant digits, errors in measurement, and SI system of units will be covered. Course content includes: vectors, kinematics; Newton's Three Laws of Motion, friction, work, energy, power and efficiency, simple machines, impulse and momentum, temperature scales, and heat, expansion of solids and liquids, and calorimetry and heat transfer, wave theory and sound and optics.

PHYS 261
Physics of Energy
3 credits, 3 hours lecture
The course will focus on energy resources, human use of those resources, and some of environmental and health consequences. Topics include the nature of energy in its various forms; non-renewable resources, fossil fuels, and resource consumption; thermodynamics of combustion, energy conversion and efficiency; engines and refrigerators; heat transfer and home heating; electricity, hydro power and energy storage; radioactivity and nuclear energy; alternative and renewable resources. Course content is interdisciplinary, touching on aspects of chemistry, geology, and atmospheric science in addition to physics.
Prerequisite: PHYS 124 and PHYS 126, and MATH 1113

PHYS 1130
Wave Motion, Optics and Sound
3 credits, 3 hours lecture, 3 hours lab every second week
3.8 Engineering units for the University of Alberta
Geometrical optics, optical instruments, oscillations, waves, sound, interference, diffraction, accompanied by related laboratory work.
Prerequisite: Math 30-1, Math 31 and Physics 30
Co-requisite: MATH 100 or equivalent
NOTE: PHYS 1130 is restricted to Engineering students.

PHYSI 261
Elementary Physiology
6 credits, 3 hours lecture
This introductory course in human physiology is intended for students in nursing and health-oriented programs. Its objective is the physiological processes which occur in the body, emphasizing how the many systems function and how balance among all the systems is maintained. Common pathologies will be referred to where appropriate as examples of disruptions in homeostasis. Morphological features will be discussed as necessary for an understanding of physiological processes.
Prerequisite: Biology 30 and Chemistry 30

PL SC 221
Introduction to Plant Science
3 credits, 3 hours lecture, 3 hours lab
Principles of plant science for use in agriculture, forestry and environmental sciences. Emphasis on vascular plants in an applied context. Topics include: plant structure and function; reproduction and development; and diversity and management of vegetation and crops.

PN 155
Nursing Foundations I: Introduction to Nursing
4 credits, 45 hours lecture, 15 hours lab
This is the first nursing theory course of the diploma practical nurse program, and in it several concepts and processes are introduced. These concepts are further developed and applied throughout the diploma practical nurse program. The theory course introduces the learner to nursing by exploring the healthcare in Canada, the history of nursing, and evolving role of the practical nurse. Values, ethics, legalities, and legislation that affect nursing practice in Alberta are also introduced. The learner will relate the roles and responsibilities of the practical nurse to the direction of the professional association and standards of nursing practice. The nursing metaparadigm and nursing theory are explained as major concepts in nursing. Students are introduced to the holistic approach to client centered care. Critical thinking and critical inquiry skills are developed as the student applies nursing knowledge to the delivery of quality, safe nursing care.
Co-requisites: COMM 103, PN 158, ANPH 100 and ANPH 101 or NURS 106

PN 156
Nursing Foundations II: Basic Nursing
7 credits, 45 hours lecture, 60 hours lab
This is a combined nursing theory and skills course which builds on theory and skills learned purpose of this course is to prepare the student practical nurse for the continuing care practicum. Topics include the metaparadigm of nursing, safety, professionalism and leadership, but the focus shifts from the application of these concepts to self to applying these concepts to the client. Emphasis will be placed on using the nursing process, demonstrating critical thinking and critical inquiry, applying the concepts of self-care, and setting priorities of care. Students will develop nursing care plans tailored to client needs, and will demonstrate effective documentation, mathematical calculations, communication, and client teaching skills. The lab setting will be used for students to apply theory, to practice skills, and to competently perform the selected nursing skills required for the continuing care practicum.
Prerequisites: PN 155, PN 158, ANPH 100 and ANPH 101 or NURS 106
Co-requisite: PHARM 130, PAPHY 105

PN 158
Health Assessment
4 credits, 30 hours lecture, 30 hours lab
The Health Assessment course introduces the student to assessment of a client's health status and the identification of normal structures and functions of the physical component of the adult. Overt deviations from the normal are included. This course prepares the student to gather the data by obtaining a health history and conducting a physical examination. The course includes theory and laboratory practice
Co-requisite: ANPH 100 & ANPH 101 or NURS 106

PN 160
Nursing Practice I: Continuing Care Practice
5 credits, 194 hours practicum
This is the first nursing practice course and provides opportunities for the student to gain experience as a member of the interdisciplinary team by providing safe, holistic and evidence informed nursing care in a continuing care setting, following the standards of practice for a practical nursing student.
Prerequisites: ANPH 100 & ANPH 101 or NURS 106, HEED 102, COMM 103, PAPHY 105, PN 158, PN 155, PN 156, PHARM 130. Alberta Health Services mandatory certifications, CPR Level C for Health Care Providers, Clear Police Information Check (formerly known as a Criminal Record Check) and Vulnerable Sector Check, up-to-date immunizations, mask fit test, It's Your Move.

PN 200
Nursing Foundations III: Medical-Surgical Nursing
9 credits, 45 hours lecture, 90 hours lab
The focus of this combined nursing theory and skills course is on nursing care and related skills based on evidence-informed medical/surgical nursing practice. The student builds upon previous knowledge, related theory and skills in adapting the nursing approach of the care of the medical/surgical client using the nursing metaparadigm and the nursing process. The student continues to develop leadership skills through the experience of mentorship. A laboratory component is included in which students apply theory and practice nursing skills related to medical/surgical nursing, including intravenous medication administration. This course prepares the student for the medical/surgical clinical practicum.
Prerequisite: Successful completion of all first year courses

PN 202
Nursing Foundations IV: Maternity Nursing
3 credits, 45 hours lecture
This nursing theory introduces the student to the childbearing family and the practical nurse's role in promoting, restoring, and maintain the health of the maternity client and her family. The student will use knowledge of the nursing process and the four concepts of the nursing metaparadigm to the care of the expectant family, before, during, and after the birth of the baby. The student will build upon previous nursing knowledge and related theory in adapting the nursing approach to the care and health promotion of the child-bearing family. The student will apply the collaborative interdisciplinary approach to maternity care. Assessment of family strengths, coping abilities, and life experiences are key to the practical nurse's role in health promotion. New developments in maternal and newborn care will be examined through addressing trends and issues in maternity care.
Prerequisites: Successful completion of all first year courses.
Co-requisite: PN 200, PN 203, PN 205

PN 203
Nursing Foundations V: Pediatric Nursing
3 credits, 45 hours lecture
This theory course introduces the student to the pediatric client and their families. Theoretical concepts of assessment of the pediatric client related to growth and development are introduced. Pathophysiology, nursing care, communications, and health teachings techniques specific to pediatric clients and their families are discusses. This course builds on previous nursing knowledge and related theory and assists the student in adapting nursing care for the pediatric client and their families through the use of nursing metaparadigm, nursing process, and growth and development theories. The student will apply the collaborative interdisciplinary team approach to pediatric care. Assessment of client and family strengths, coping abilities, and life experiences are key to the practical nurse's role in health promotion. New developments in pediatric care will be examined through addressing trends and issues in pediatric care.
Prerequisites: Successful completion of all first year courses.
Co-requisite: PN 200, PN 202, PN 205.

PN 204
Nursing Foundations VI: Community Nursing
3 credits, 45 hours lecture
This nursing theory course provides the student with knowledge of theories on the family and community to promote the health and well-being of populations within the community. The course emphasizes the importance of collaboration between the interdisciplinary health care team, families, and communities to achieve safe, evidence informed community nursing practice. The student will build upon previous nursing knowledge and related theory in adapting the nursing approach to the care and health promotion of the family using the nursing metaparadigm and nursing process. Trends and issues in the care of families and communities will also be explored.
Prerequisites: PN 200, successful completion of all first year courses.

PN 205
Nursing Foundations VII: Mental Health Nursing
3 credits, 45 hours lecture
Explore legal and ethical considerations and social stigmas related to mental health and illness. Examine care based on best evidence related to clients and their families as they adjust to changes in functioning associated with mental health issues and related treatments. Build upon previous knowledge and related theory in adapting the nursing approach to the care and health promotion of mental health clients and their families using a nursing meta-paradigm and nursing process. Trends and issues in mental health nursing will also be explored.
Prerequisites: Successful completion of all first year courses.
Co-requisite: PN 200, PN 202, PN 203

PN 206
Nursing Foundations VIII: Transition to Practical Nurse Graduate
3 credits, 45 hours lecture
This final theory course of the program prepares the student for the final comprehensive placement from student to graduate. The student will explore working within the parameters of a health care organization, labour relations, and the professional association. The student will also learn about power, empowerment, contributing to successful teams, types of management and leadership styles, professional development, continued competence, attaining and maintaining professional licensure, lifelong learning, and quality improvement – all of which contribute to becoming a professional practical nurse in today's health care field.
Prerequisites: Successful completion of all previous courses

PN 209
Practical Nursing Ill: Comprehensive Practice
7 credits, 271 hours
This final practice experience provides the opportunity for students to demonstrate practice readiness and the integration and consolidation of knowledge, skills, attitudes, and judgements. Students will apply learned competencies in a clinical experience in a 7 week, preceptor clinical practice, assuming the roles of the graduate practical nurse. Students are expected to demonstrate evidence of their competency development to perform in an accountable, responsible, ethical and safe manner in their assigned clinical placement setting.
Prerequisite: Successful completion of all previous courses, Alberta Health Services mandatory certifications, Heart and Stroke BLS, Clear police information check and vulnerable sector check, up-to-date immunizations.

PN 210
Nursing Practice II: Acute Care Practice – Medicine
4 credits, 155 hours practicum
Gain experience as a member of the health-care team in providing safe, holistic, nursing care based on best evidence to clients and families in an acute care medicine setting following the standards of practice for a practical nurse. This clinical course involves instructor supervised practice on an acute care medicine unit.
Prerequisites: Successful completion of all first year courses, Alberta Health Services mandatory certifications, CPR Level C for Health Care Providers, up-to-date immunizations, It's Your Move, PN 200.

PN 211
Nursing Practice II: Acute Care Practice – Surgery
4 credits, 155 hours practicum
Gain experience as a member of the interdisciplinary health-care team by providing safe, holistic, and best-evidenced nursing care to clients in an acute care surgery setting following the standards of practice for a practical nurse. This course involves instructor-supervised clinical practice on an acute care surgical unit.
Prerequisites: Successful completion of all first year courses, Alberta Health Services mandatory certifications, CPR Level C for Health Care Providers, up-to-date immunizations, It's Your Move, PN 200

POLSC 101
Introduction to Government and Politics
3 credits, 3 hours lecture
This is the introductory course in Political Science. Students are encouraged to think critically about how their lives and the world are shaped by power, ideas, interests, rules, and laws. It is intended to provide students with general political awareness and insight, thus making them more informed about the world in which they live. The student will also develop an understanding of key political processes and institutions.

POLSC 201
Introduction to Indigenous Politics
3 credits, 3 hours lecture
An introductory course covering the core concepts of Indigenous politics.

POLSC 210
History of Political Thought
6 credits, 32 weeks, 3 hours lecture
This is the introductory course in Political Philosophy. It is intended to introduce students to the enduring questions and problems of political life. It proceeds through an examination of select texts of some of the greatest thinkers of Political Philosophy. A truly engaged reading of these texts can be the most liberating and humanizing of experiences. Through the study of these texts, the student's understanding of the political thought should deepen.

POLSC 211
History of Political Theory
3 credits, 16 weeks, 3 lecture hours
This course is designed to introduce students to Western political philosophy. The course focuses on a selection of key readings from the history of political theory before the 20th century.

POLSC 220
Canadian National Government and Politics
6 credits, 3 hours lecture
This course provides a detailed introduction to Canadian government and politics at the national level. The course examines the institutions, roles, processes and policies of the national government. It is a core course in the Canadian field and is a prerequisite for almost all other courses in Canadian politics.

POLSC 221
Canadian Government
3 credits, 3 hours lecture
This course is designed to introduce students to Canadian politics and government. It gives non-political science majors some understanding of the major themes, issues and conflicts in Canadian political life. To this end, the course will examine the nature of the parliamentary system and the federal government, its evolution and current status and how this has been shaped by democratic politics in Canada. Emphasis will also be placed on the dynamics of federal-provincial relations and outstanding constitutional issues.
NOTE: POLSC 221 is not available to students who have taken or plan to take POLSC 100 or POLSC 220

POLSC 260
International Relations
6 credits, 3 hours lecture
An introduction to contemporary international relations that attempts to develop an understanding of political events at the international level. The course covers the nature of foreign policy, the dynamics of interactions between states, the causes of war, imperialism, and non- state actors. The course will be run as a seminar.
Prerequisite: POLSC 101 or permission of the Program Chair
NOTE: This is the core course in the field of international relations and a prerequisite for most 400-level courses in the field

POLSC 266
Politics of Globalization
3 credits, 3 hours lecture
The myths and realities of the so-called globalization of the international political economy; the historical organization of the global economy; the rise of transnational corporations; changing relations between the north and the south; new roles for the nation-state; and implications for democracy, citizenship, and political change. The rise of organized global discontent will also be addressed.
Prerequisite: POLSC 101 or permission of the Program Chair
NOTE: Not open to students with credit in POLSC 110

POLSC 283
Issues and Trends in World Politics I
3 credits, 3 hours lecture
This course will introduce students to the study of global politics. Contending theoretical approaches to the subject will be examined, as will major trends in current global politics. Special attention will be given to the role of Canada in global politics.

POLSC 302
Classic Works of Political Thought
3 credits, 3 hours lecture
This course will examine critically some major works in Political Philosophy not normally covered in Political Science 210.
Prerequisite: POLSC 210 or permission of the Program Chair

POLSC 318
The Politics of Health Care in Canada I
1.5 credits, 3 hours lecture
This course examines the development of Canada's health care system, its legislative and philosophical grounds, as well as its financing and delivery.
NOTE: Open only to students in the Faculty of Nursing

POLSC 319
The Politics of Health Care in Canada II
1.5 credits, 3 hours lecture
This course examines current stresses in the Canadian health care system such as challenges to universality and alternative health delivery systems from a comparative perspective.
Prerequisite: POLSC 318
NOTE: Open only to students in the Faculty of Nursing

POLSC 332
Introduction to United States Politics and Government
3 credits, 3 hours lecture
The actors, institutions, and processes of American politics and governance, and the forces that influence them.

POLSC 365
Canadian Foreign Policy
3 credits, 3 hours lecture
This course analyzes Canadian foreign policy, particularly since the Second World War. The focus is on how both domestic and external forces influence the decision-making process.

POLSC 381
Issues and Trends in World Politics II
3 credits, 3 hours lecture
Selected issues and trends in world politics are examined. The course will examine how and why states and non-governmental actors (corporations, trans-national actors like Amnesty International, etc.) interact and manage issues including wars, terrorism, globalization, human rights, global poverty, and migration.

POLSC 391
Political Parties of Canada and Other Western Democracies
3 credits, 3 hours lecture
This course compares the political parties of Canada with those of some other Western democracies. Both the theoretical aspects of what parties ought to do and the practical aspects of how they do behave in the real world are considered.
Prerequisite: POLSC 220

PPET 100
Applied Mathematics for Engineering
2 credits, 30 hours lecture
An introduction to mathematical operations for power engineering applications. The focus is on demonstrating competence in the use of calculators, formula sheets and math software to evaluate physics concepts.

PPET 101
Applied Science
4 credits, 120 hours lecture
Aligning with the SOPEEC (Association of Standardization of Power Engineers of Canada) Fourth Class Power Engineers reference syllabus for Part A, topics of focus include elementary mechanics and dynamics; elementary chemistry and thermodynamics; jurisdictional legislation, codes, and standards for power engineers; power plant and heating plant safety; environment; material science & welding technology; and introductory fluid handling technology.
NOTE: Not open to students with credit in PECO 4100 or PELM 4100.

PPET 102
Plant Services
4 credits, 120 hours lecture
Aligning with the SOPEEC (Association of Standardization of Power Engineers of Canada) Fourth Class Power Engineers reference syllabus for Part A, topics of focus include electrotechnology; plant instrumentation & controls; industrial communication skills; introductory boiler designs; and elements of boiler systems.
Co-req: PPET 101
NOTE: Not open to students with credit in PECO 4200 or PELM 4200.

PPET 103
Steam Generation
4 credits, 120 hours lecture
Aligning with the SOPEEC (Association of Standardization of Power Engineers of Canada) Fourth Class Power Engineers reference syllabus for Part B, topics of focus include lubrication, pumps, and compressors; boiler safety devices; plant (boiler) operations & management; energy plant maintenance; and water treatment.
Prerequisite: PPET 101 & PPET 102
NOTE: Not open to students with credit in PECO 4300 or PELM 4300.

PPET 104
Communications for Engineering & Technology
3 credits, 45 hours lecture
An introduction to effective communication styles and tools utilized in Engineering and Technology, with a focus on written and verbal communications, software applications (including Microsoft Suite), and style to effectively present and share information with colleagues.

PPET 105
Engineering Calculations & Statistics
3 credits, 45 hours lecture
The application of Engineering calculations through the analysis and synthesis of chemical processes, with a focus on concepts of material and energy balances of physical and transient conditions. Foundational concepts of descriptive statistics, probability and statistical inferences are applied to engineering and process operations.
Prerequisite: PPET 101

PPET 106
Material Science & Petroleum Chemistry
3 credits, 45 hours lecture
An introduction to the atomic and molecular structures of both metals and non-metallic materials, examining how these distinct formations impact their physical, mechanical, and thermal characteristics. An emphasis is on the essential chemical and physical attributes of hydrocarbons, including their behaviors in various process conditions.
Prerequisite: PPET 101

PPET 120
Power Lab Week 1
3 credits, 40 hours lab
Power Lab Week 1 takes a skills-based approach to promote the safe operation of plant boiler feedwater system and integrated components. The focus of this 40 hour power lab is on plant safety, WHMIS, plant diagrams, tool usage and plant maintenance activities.
Prerequisite: PPET 101 and PPET 102
NOTE: Not open to students who have completed PECOM4500 or CEPLAB200 or CEPLAB40W1

PPET 121
Power Lab Week 2
3 credits, 40 hours lab
Power Lab Week 2 takes a skills-based approach to promote the safe and efficient operation of Cleaver Brooks Firetube & Watertube HP (High Pressure) boilers and auxiliaries in accordance with the manufacturer's guidelines. Additional concepts of emphasis in this 40 hours power lab include water treatment in plant settings and the application of water testing techniques and boiler water chemistry management.
Prerequisite: PPET 120
NOTE: Not open to students who have completed PECOM4500 or CEPLAB200 or CEPLAB40W2

PPET 122
Power Lab Week 3
3 credits, 40 hours lab
Power Lab Week 3 takes a skills-based approach to apply refrigeration system concepts and their practical applications within the real-world context of the Power lab building automation system. Of focus during this 40 hours power lab is the process of warming up the steam header and condenser and subsequently adjusting them to the specified operating parameters.
Prerequisite: PPET 120 & PPET 121
NOTE: Not open to students who have completed PECOM4500 or CEPLAB200 or CEPLAB40W3

PPET 200
Environmental Engineering & Management I
3 credits, 45 hours lecture
An introduction to Environmental Engineering and Management. Safety topics of focus include safety legislation, hierarchy of controls, site specific hazards, risk assessments, and investigations. Environmental Engineering topics of focus include environmental regulatory groups, optimization, efficiency, licenses to operate, and reportable releases. The foundations of the role and responsibilities of management including best practices and ethical obligations are examined.
Prerequisite: PPET 102

PPET 202
Process Flow Diagrams
3 credits, 45 hours lecture
An exploration of the fundamentals of process flow diagrams, their applications, and their development utilizing techniques both manually and with basic AutoCAD software.
Prerequisite: PPET 120

PPET 204
Plant Auxiliary Systems
4 credits, 120 hours lecture
Aligning with the SOPEEC (Association of Standardization of Power Engineers of Canada) Fourth Class Power Engineers reference syllabus for Part B, topics of focus include prime movers and heat engines; auxiliary building systems; refrigeration, heating, ventilating, and air conditioning; building environmental systems & controls; and typical industrial plant configurations.
Prerequisite: PPET 101, PPET 102 & PPET 103
NOTE: Not open to students with credit in PECO 4400 or PELM 4400.

PPET 205
Emerging Technologies
3 credits, 45 hours lecture
Exploration of emerging technologies in the power and process engineering sector, with a focus on the operation and characteristics of photovoltaic (PV) cells, geo-thermal, Hydrogen fuel cells and wind energy. The interpretation and analysis of power generation utilizing software simulations emphasizes the importance of renewable power management strategy in navigating rapid climate change technology to ensure industry success.
Prerequisite: PPET 102

PPET 206
Advanced Petroleum Geology
3 credits, 45 hours lecture
An advanced application of petroleum geology to field-based exploration and drilling operations and production optimizations. The application of economic analysis tools and well data collection processes which inform project assessment and optimization technologies.
Prerequisite: PPET 106

PPET 207
Environmental Engineering & Management II
3 credits, 45 hours lecture
Advanced environmental engineering and management, with a focus on sustainable technologies. The application of systemic environmental sustainability with an emphasis on life cycle analysis, supply chain, environmental goals, and managerial roles and responsibilities in supporting industry innovation and best practices.
Prerequisite: PPET 200

PPET 208
Autonomous Technology & Petroleum Well Design
3 credits, 45 hours lecture
Exploring the innovations of autonomous technology in the energy industry, including petroleum well design with topics of focus including common autonomous driving applications, vehicle safety systems and computerized vision communication basics. There is additional emphasis on production optimization of various petroleum well design techniques and systems.

PPET 220
Process Computer Simulation Lab
3 credits, 15 hours lecture, 30 hours lab
Exploring the fundamentals of hydrocarbon upgrading processes within a simulated environment, computer software and modeling techniques are utilized to simulate and analyze the upgrading process, to meet product specifications.
Prerequisite: PPET 106

PPET 221
Process Operations Lab
3 credits, 10 hours lecture, 30 hours lab
Skills-based approach through simulator operation of an amine sweetening process for hydrogen sulphide (H2S) removal and the conversion of H2S back to elemental Sulphur and other contaminants to meet environmental standards. This is simulated through a glycol dehydration process, in the process simulation lab.
Prerequisite: PPET 106, PPET 224 & PPET 220

PPET 222
Applied Research Capstone
5 credits, 200 hours lab
This capstone course provides students an opportunity to conduct an applied research project aligned with an industry partner. Working individually or in small groups, students integrate the knowledge, skills and experiences acquired throughout the power and process technologies program to design, conduct, analyze and present the results of a research project that is both significant and relevant to industry.
Prerequisites: PPET 100, PPET 101, PPET 102, PPET 103, PPET 104, PPET 105, PPET 106, PPET 120, PPET 121, PPET 122, PPET 200, PPET 202, PPET 204, PPET 205, PPET 206, PPET 207, PPET 208, PPET 220, PPET 221, PPET 223 & PPET 224

PPET 223
Power Lab Week 4
3 credits, 40 hours lab
During Power Lab Week 4, students advance their competency in plant operations, specifically focusing on steam turbine operations and synchronization. Additional concepts of emphasis are the plant compressed air systems, encompassing both process air and instrument air systems.
Prerequisite: PPET 120, PPET 121 & PPET 122
NOTE: Not open to students who have completed PECOM4500 or CEPLAB200 or CEPLAB40W4

PPET 224
Power Lab Week 5
3 credits, 40 hours lab
During Power Lab Week 5, students integrate their skills by initiating the Boiler Feed Water (BFW) system, Glycol system, and High-Pressure steam system, including synchronization of the steam turbine generator with the grid. Additional concepts for exploration include pressure relief devices, auxiliary support systems, and electrical architecture of the plant.
Prerequisite: PPET 120, PPET 121, PPET 122 & PPET 223
NOTE: Not open to students who have completed PECOM4500 or CEPLAB200 or CEPLAB40W5

PPLUM 105
Workplace Safety and Rigging
1.5 credits, 19.5 hours lecture, 4.5 hours lab
This course provides an introduction to safe work practices and hazardous materials and fire protection. Focus is given to safety legislation, regulations, and Industry policy in the trades. Other major topics include climbing, lifting, rigging and hoisting.

PPLUM 115
Tools. Equipment and Materials
6 credits, 77 hours lecture, 15 hours lab
This course provides an introduction to hand and power tools, welded and flanged piping, plastic pipe fittings, threaded and grooved piping, pipe hangers, and valves.

PPLUM 125
Metal Fabrication
3.5 credits, 11 hours lecture, 35 hours lab
This course provides an introduction to safe work practices, oxy-fuel and arc welding equipment and braze and solder metal alloys.

PPLUM 135
Drawings and Specifications
2 credits, 30 hours lecture
In this course, students develop sketching and drawing skills to interpret and apply to drawings.

PPLUM 145
Calculations and Science
3.5 credits, 48 hours lecture
This course develops measurement calculation skills in both metric and imperial systems, with a focus on perimeters, area, volumetric capacities, piping offsets, densities, pressures, and electrical calculations.

PROC 101
Applied Science
4 credits
Topics include elementary mechanics and dynamics; elementary chemistry and thermodynamics; jurisdictional legislation, codes, and standards for power engineers; power plant and heating plant safety; and environment. Content aligns with the SOPEEC (Association of Standardization of Power Engineers of Canada) Fourth Class Power Engineers reference syllabus for 4t11 Class Part A Power Engineering.

PROC 102
Plant Services
4 credits
Topics include material and welding; piping and valves; electricity; energy plant instrumentation and controls; plant communication; boiler systems; and boilers. Content aligns with the SOPEEC (Association of Standardization of Power Engineers of Canada) Fourth Class Power Engineers reference syllabus for 4th Class Part A Power Engineering.

PROC 103
Steam Generation
4 credits
Topics include lubrication, pumps, and compressors; boiler safety devices; plant (boiler) operations; power plant/ heating plant maintenance; and water treatment. Content aligns with the SOPEEC (Association of Standardization of Power Engineers of Canada) Fourth Class Power Engineers reference syllabus for 4th Class Part A Power Engineering.

PROC 104
Prime Movers & Auxiliaries
4 credits
Topics include prime movers and engines; auxiliary building systems; refrigeration, heating ventilating, and air conditioning; heating and cooling systems; and types of plants. Content aligns with the SOPEEC (Association of Standardization of Power Engineers of Canada) Fourth Class Power Engineers reference syllabus for 4th Class Part A Power Engineering.

PROC 105
Work Experience
12 credits
Six month paid work experience with industry.
Prerequisite: Completion of all 1st term courses.
NOTE: Work placement may be outside Wood Buffalo Region

PROC 210
Organic Chemistry
1 credit
Topics will cover the basics of oil sands chemistry, with an emphasis on basic organic chemistry. The chemistry of solids, fluids and vapours will be emphasized.

PROC 230
Introductory Process Instrumentation
1.5 credits
This course will introduce the student to the fundamentals of oil sands processes as well as the equipment used. Topics like controllers, pumping, exchangers, and control loops will be covered. Basic simulators and process lab equipment operation will also be covered.

PROC 232
Advanced Process Instrumentation
2 credits
This course covers the theory behind the equipment and the fundamentals discussed in the flow, measurement of pressure and flow, digital control systems, and introductory and advanced instrumentation simulators and automatic loop control.

PROC 235
Upgrading Processes
2 credits
Special topics unique to hydrocarbon processing will be discussed. Topics will include upgrading processes like distillation, fractionation, thermal cracking for cokers, hands-on lab, and computer simulators for hydrocarbon processing.

PROC 250
Environmental Management and Processes
1.5 credits
Topics will include environmental control practices and company responsibility and liability under environmental legislation.

PROC 260
Work Experience
12 credits
Six month paid work experience with industry.
Prerequisite: Completion of all second year courses
NOTE: Work placement may be outside of the Wood Buffalo Region

PROC 3100
Applied Science
4 credits
Topics include applied math, applied mechanics, thermodynamics, and applied science as identified in the Alberta Boilers Safety Association Reference Syllabus for the first paper of 3rd Class Part A Power Engineering.

PROC 3200
Plant Services
4 credits
This course teaches industrial legislation, codes, boiler calculations, fuels and combustion, piping, electrotechnology, electrical calculations, control instrumentation and fire prevention and plant safety as identified in the Alberta Boilers Safety Association Reference Syllabus for the second paper of 3rd Class Part A Power Engineering.

PSYCH 020
Psychology 20
5 credits, 5 hours lecture
This course will focus on personal psychology as a field of scientific research. It will engage learners in understanding personality, behavior, intelligence, emotional issues of adolescents, behavior disorders, heredity and environment, biological influences on behavior and understanding perception.
Alberta Education Course Equivalency: Personal Psychology 20
Prerequisite: Social Studies 10 or permission from the Program Chair
Co-requisite: ENGL 020 or 023 or permission from the Program Chair

PSYCH 030
Psychology 30
5 credits, 5 hours lecture
This course will focus on psychology as a scientific discipline and a vibrant research field. It will engage learners in the use of qualitative and quantitative date collection tools and research methods common to psychology and related social sciences. Learners will be acquainted with the use of statistics in the social sciences and an understanding of the ethical guidelines for human research will be emphasized. Examples of modern psychological research will also be examined as case studies. Students will have the opportunity to design and applied research project to show understanding of research principles.
Alberta Education Course Equivalency: Experimental Psychology 30
Prerequisite: Social Studies 10 or permission from the Program Chair
Co-requisite: ENGL 020 or ENGL 023 or permission from the Program Chair

PSYCH 103
Introduction to Psychology
3 credits, 3 hours lecture
This course provides an introduction to the study of human behaviour. Students are introduced to the history of psychology, its methods, and the current state of research knowledge. A wide range of topics will be surveyed, including learning, memory, perception, biological psychology, social psychology, psychological development in children, personality, psychological disorders, therapy, health psychology and ethics in research and clinical practice.
NOTE: Open to students enrolled in: Bachelor of Nursing, Practical Nurse Diploma, and Mount Royal – Bachelor of Science - Environmental Science programs. Not open to students with credit in PSYCH 104, PSYCH 105, or PSYCH 106.

PSYCH 104
Basic Psychological Processes
3 credits, 3 hours lecture
Psychology 104 provides an exciting introduction to the study of human behaviour. This course explores how people sense and perceive the world, learn and remember, think and solve problems, and experience different states of consciousness. We examine how these processes are linked to the workings of the central nervous system (brain). As psychology is a science, we develop an understanding of scientific methodology to facilitate investigation of these phenomena.
NOTE: Not open to students with credit in PSYCH 103 or PSYCH 106.

PSYCH 105
Individual and Social Behaviour
3 credits, 3 hours lecture
Psychology 105 builds on the content of Psychology 104 through the exploration of four aspects of human psychology including Intelligence, Developmental Processes, Social Psychological Processes, and Clinical Processes. This course examines the nature of intelligence, cognitive and social development throughout the life span, explores the social psychological aspects of a person with specific reference to the self, interpersonal, and group dynamics, and motivation and emotion. In addition, clinical areas of psychology relating to personality, abnormal behaviour, psychotherapy, and health psychology are examined. In Psychology 105, students continue to develop their understanding of scientific methodology through experimental research laboratories.
Prerequisite: PSYCH 104
NOTE: Not open to students with credit in PSYCH 103 or PSYCH 106.

PSYCH 106
Psychological Principles for Nursing
3 credits, 3 hours lecture
This course covers psychological principles and processes as they relate to nursing. Topics include research design and analysis, lifespan development, brain and behaviour, memory and cognitive processing, social psychological processes, personality, psychological disorders and their treatment.
NOTE: Open only to students enrolled in the Nursing Program. Not open to students with credit in PSYCH 104 and/or 105

PSYCH 213
Introduction to Research Methods in Psychology
3 credits, 3 hours lecture, 3 hours lab
Introduction to research methods and the application of statistical procedures in psychological science. Emphasis is on mastering fundamental scientific and technological skills associated with literature review, research design, experimental manipulation, data collection, data analysis, data presentation, data interpretation, and scientific writing. Topics to be studied include advantages and disadvantages of the experimental method, the logic, nature, and problem of control, basics of measurement and types of research designs. In addition, applications of such statistical techniques as the t-test, correlation, simple linear regression, chi square, and selected nonparametrics to the analysis of data obtained with elementary research designs, will be examined in laboratory sessions.
Prerequisite: PSYCH 103 or PSYCH 104, and STAT 151

PSYCH 223
Developmental Psychology
3 credits, 3 hours lecture
Biological, cognitive, and social aspects of psychological development are examined in this course. Special emphasis is placed on prenatal development, infancy, childhood, and adolescence. Topics include heredity and environment, intellectual development and social development.
Prerequisite: PSYCH 103 or PSYCH 104 and PSYCH 105

PSYCH 233
Theories of Personality
3 credits, 3 hours lecture
Why do people behave as they do? Are people free to choose their own behaviour, are they easily changeable, and are they basically rational beings? How does personality develop and how is it structured? Why do personality problems occur and how can they be solved? In Psychology 233 students will learn about several major paradigms that guide research and theorizing in the area of personality and offer answers to many intriguing questions about human nature. These approaches include the Psychoanalytic, the Neo-psychoanalytic, the Existential- Humanistic, and the Transpersonal paradigms.
Prerequisite: PSYCH 103, or PSYCH 104 and PSYCH 105

PSYCH 238
Introduction to Forensic Psychology
3 credits, 3 hours lecture
This course will provide students with an in-depth introduction to the field of forensic psychology. Forensic psychology explores the relationship between psychology and the legal system, including the courts, prison, parole, and policing. Topics that will be discussed during the course include: offender profiling, forensic assessment, eyewitness testimony, expert testimony, jury decision-making, correctional assessment and treatment, violent offenders, spousal assaulters, sex offenders, risk assessment and mental disorder/criminal responsibility.
Prerequisite: PSYCH 103, or PSYCH 104 and PSYCH 105

PSYCH 239
Abnormal Psychology
3 credits, 3 hours lecture
This course is a detailed introduction to Abnormal Psychology and psychopathology. The topics include distinction between normality and abnormality, diagnosis, etiology and treatment. The classification scheme (DSM IV) developed by the American Psychiatric Association is the basis on which various psychopathological categories are selected for discussion. Current topics such as community mental health, legal and ethical issues are also discussed.
Prerequisite: PSYCH 103, or PSYCH 104 and PSYCH 105

PSYCH 241
Social Psychology
3 credits, 3 hours lecture
People are social beings who interact in a variety of ways. We present ourselves to and evaluate each other, influence the attitudes and behaviour of each other, and engage in relationships such as loving and hating, helping and hurting, cooperating and competing. This course covers these and other topics in the area of social psychology.
Prerequisite: PSYCH 103, or PSYCH 104 and PSYCH 105
NOTE: PSYCH 241 and SOCY 241 may not both be taken for credit

PSYCH 258
Cognitive Psychology
3 credits, 3 hours lecture
This course provides an overview of the field of cognitive psychology. Topics include information processing, attention, memory, language processing, reasoning and problem solving. The emphasis will be on developing an understanding of general theoretical concepts that provide a unification of existing evidence and motivate current research.
Prerequisite: PSYCH 103 or PSYCH 104, and STAT 151

PSYCH 267
Sensation and Perception
3 credits, 3 hours lecture
This course is an introduction to the theoretical and experimental issues associated with the sensory and perceptual experience of the world. The main emphasis is on understanding basic perceptual phenomena, such as the relation between physical stimuli and behaviour/ experience. To this end, we must consider: the nature of the physical stimuli; the anatomy and physiology of the sense organs and receptors; the anatomy and physiology of the neural paths from receptors to the brain; and how the brain processes sensory information.
Prerequisite: PSYCH 103 or PSYCH 104, and STAT 151

PSYCH 275
Brain and Behaviour
3 credits, 3 hours lecture
This course is designed as an introduction to the area of Biopsychology. Its focus is the neurobiological bases of behaviour. The first half of the course deals with the anatomy of the nervous system, the physiology of nerve cells, neuroplasticity, and neuropharmacology. The second half examines the physiological mechanisms involved in perception and movement, motivation, emotion, learning, memory, sleep, and psychiatric disorders.
Prerequisite: PSYCH 103 or PSYCH 104, and BIOL 30

PSYCH 282
Behaviour Modification
3 credits, 3 hours lecture
Psychology 282 introduces students to issues in the field of Learning and behaviour including principles and procedures of classical and operant conditioning. Students in this course will learn practical skills such as how to record behaviour, design, implement, and evaluate behaviour change plans. Much of the lecture materials comes from basic research, however, applied examples will frequently be used and application of principles will often be obvious.
Prerequisite: PSYCH 103 or PSYCH 104
NOTE: Not open to students with credit in PSYCH 281

PSYCH 296
Human Sexual Behaviour
3 credits, 3 hours lecture
Psychology 296 focuses on the examination of human sexual behaviour. Sexuality is an integral part of our lives. This course presents a scientific foundation for the understanding of the psychological, physiological, social and behavioural aspects of human sexuality. In addition to studying historical changes in sexual practices and attitudes, the course will review and evaluate current research, issues and concerns about sexuality in order to provide contemporary and relevant curriculum material. Topics include psychosexual development, gender roles, sexual orientation, sexual anatomy, alternate methods of reproduction, pregnancy/birth, contraception, sexually transmitted diseases, sex education, sexism, love and attraction, eroticism, sexual abuse, sexual dysfunctions, sex therapy, paraphilia, and sexuality through the life cycle.
Prerequisite: PSYCH 103, or PSYCH 104 and PSYCH 105

PSYCH 321
Introduction to Industrial/ Organizational Psychology
3 credits, 3 hours lecture
Psychology 321 is an applied course designed to introduce students to the subject of Industrial/ Organizational Psychology. Through lectures, applied assignments, and guest speakers, students will examine research and applied topics of concern to Industrial/ Organizational Psychologists. Topics include legal issues in employee selection, job analysis and evaluation, employee selection techniques, performance appraisal, training systems, leadership, group behaviour and conflict, and communication.

PSYCH 375
History of Psychology
3 credits, 3 hours lecture
This course examines the history of psychology from the time of the early Greeks until the present.
Prerequisite: A 200-level psychology course. It is recommended that this course be taken by students who have successfully completed several psychology courses

PSYCH 390
Environmental Psychology
3 credits, 3 hours lecture
This course is the study of the interactions between people and the large-scale environments (places) in which they live, learn, work, and play. Topics will include place selection, travel behaviour, personal space, privacy, and the impact of climate, noise, crowding, interior decoration, and wilderness on mood and behaviour. Also discussed will be designing places to further such goals as preventing crime, increasing social interaction, improving worker performance, and improving morale of people in institutions.
Prerequisite: PSYCH 104 and PSYCH 105

PWELD 140
Trades Math for Welders
2 credits, 30 hours
This course covers the skills and knowledge required to solve trade-specific problems involving fractions, decimals, percentages, and ratios. Additional topics include conversion between and within the metric and imperial systems, solving problems involving geometric formulas, and the practical application of course concepts to Welding.

PWELD110
Workplace Safety and Tools
3 credit, 15 hours
This course provides an introduction to the safety legislation, regulations, and industry policy related to Welding. Topics include the Occupational Health and Safety Act, regulations, and code; proper use of PPE; and work safe practices. Safety precautions for hand tools, power tools, oxy-fuel equipment, cutting processes, materials handling are also covered.

PWELD120
Welding Technology & Properties of Metal
5 credits, 80 hours
This course provides an introduction to reading and interpreting drawings, including the purpose and use of the drawings. Identification and interpretation of symbols, elements, and information obtained from drawings are also discussed. Additional topics covered within this course are electrical concepts, metal identification, effects of heat treatment, joint and weld types, distortion and methods of control, weld faults, steel hardfacing, and weld symbols.

PWELD130
GMAW, FCAW, MCAW and SAW
3 credits, 46 hours
This course will cover the selection of wire feed welding equipment and consumables, as well as the selection of shielding gases for the wire feed process. Set up, maintenance, and troubleshooting will also be covered. Learners will have the opportunity to perform fillet and groove welds on mild steel; welds on aluminum; FCAW and MCAW operations in multiple positions; GMAC, FCAW, and MCAW welds on mild steel pipe. The course will also cover the properties and principles of aluminum.

RELST 101
Introduction to World Religions: Western Religions
3 credits, 3 hours lecture
This course is designed to introduce the three major western religious traditions of Judaism, Christianity, and Islam. Students will be introduced to the historical development, basic beliefs, and contemporary practice of each of these major religions.

REN R 110
Natural Resource Measurement
3 credits, 3 hours lecture, 3 hours lab
This course is designed to introduce students to the principles and practices of measuring timber, water, range, wildlife, biodiversity, and recreation.

REN R 120
Woody Plants I
3 credits, 3 hours lecture, 4 hours lab
The identification, classification, distribution, habitat and basic ecology of trees, important shrubs and herbaceous species in forests of Alberta and Canada. There will be field trips to sites where living specimens can be examined. A plant collection is required.

REN R 250
Water Resource Management
3 credits, 3 hours lecture
This course encourages students to examine the global perspective of supply of and demand for water, basic hydrologic principles, concepts in water management, human intervention in the hydrologic cycle and environmental issues related to this intervention. The student will be expected to conduct library and/or field research and to report on their results.

SCIE 010
Science 010
5 credits, 6 hours lecture
This is a grade 10 equivalency science course that reviews basic concepts of math (for sciences) that are essential at the 025 level and covers concepts in chemistry, biology, physics and other sciences. It is designed to prepare students for entry into Biology 025, Chemistry 025, and Physics 025. The four units of study are: Energy and Matter in Chemical Change (Chemistry), Energy flow in Technological Systems (Physics), Cycling of Matter in Living Systems (Biology), and Energy Flow in Global Systems (Earth Science & Ecology).
Alberta Education Course Equivalency: Science 10
Prerequisite: Grade 9 program of studies or equivalent
Corequisite: Math 10C or equivalent or permission from the program chair.

SCIE 030
Science 30
5 credits, 6 hours lecture
Science 030 provides students an opportunity to investigate and analyze topics in the area of biology, chemistry, and physics with a particular focus on environmental interactions. Topics include: the circulatory and immune systems; the principles of heredity and the impacts of mutagens on DNA; the impacts of acids and bases, organic compounds, and air pollutants on aquatic and terrestrial ecosystems; electromagnet field theory and its applications in motors, generators and transformers; impacts of global energy consumption; and finally, non-renewable and renewable energy sources. This course contains concepts that are also developed in the core science courses at the 25 and 30 levels.
Alberta Education Course Equivalency: Science 30
Prerequisites: SCIE 010; one of BIOL 025, CHEM 025, PHYS 025, SCIE 020; and MATH 20-1 or MATH 20-2, or permission from the program chair.

SOCY 020
Sociology 020
5 credits, 5 hours lecture
A study of human relationships, human behaviour, social institutions, culture, minorities, mass communication, populations, mass society, modern society, and the future of society.
Alberta Education Course Equivalency: Sociology 20
Prerequisite: ENGL 10-1 or ENGL 10-2

SOCY 100
Introductory Sociology
3 credits, 3 hours lecture
As an introduction to the discipline of sociology, this course will discuss and attempt to answer a number of fundamental questions about societies in general and Canadian society in particular. Some of these questions are: What is sociology and how did it emerge? What is culture and how it is transmitted? What are the sources of inequality and how does society deal with inequality? What are the functions of social institutions such as family, economy, education and polity? How do population change, urbanization, social and political movements change the nature of society?

SOCY 101
Canadian Society
3 credits, 3 hours lecture
This course examines the development of Canadian society: including such topics as French-English relations, regionalism, relations with the USA, native rights, Canadian mosaic, inequalities, and conflicts.

SOCY 102
Social Problems
3 credits, 3 hours lecture
The objective of this course is to analyze the important social problems confronting industrial societies in general and North American society in particular. Determinants of social problems and their sustaining factors will be analyzed from a theoretical perspective. While the emphasis is on sociological explanations, an interdisciplinary approach will be used wherever applicable. Social problems surrounding major social institutions such as family, economy, education and polity as well as social issues related to inequality, environment, technology and deviance will also be dealt with in sufficient detail.
Prerequisite: SOCY 100

SOCY 210
Introduction to Social Statistics
3 credits, 45 hours lecture, 30 hours lab
An introduction to statistical methods used in social science research. Students are introduced to statistical thinking and computing. An emphasis is placed on describing, calculating, and interpreting quantitative data. An array of topics will be explored including cross-tabulations, probability, correlation/regression as well as basic descriptive and inferential statistical techniques.
Prerequisite: SOCY 100

SOCY 212
Classical Social Theory
3 credits, 3 hours lecture
An exploration of foundational contributions and the relevance of the works of Marx, Weber, Durkheim and Simmel. This course emphasizes close reading of primary and secondary texts to cultivate reading, writing and reasoning skills.
Prerequisite: SOCY 100

SOCY 224
Sociology of Deviance and Conformity
3 credits, 3 hours lecture
This course will examine the processes involved in defining behaviour patterns considered to be deviant. Various biological, psychological, and more importantly sociological factors that influence conformity and deviance will be analyzed in detail. In addition, selected varieties of deviance such as alcoholism, drug abuse, sexual deviance, mental illness and public reaction to such deviances will also be discussed.
Prerequisite: SOCY 100 or SOCY 102 or permission of Program Chair

SOCY 225
Introduction to Criminology
3 credits, 3 hours lecture
Examination and attempted explanation of crime and juvenile delinquency, with an analysis of social processes leading to criminal behaviour. Major theoretical perspectives on criminality and the operation of the Canadian criminal justice system will be reviewed.

SOCY 241
Social Psychology
3 credits, 3 hours lecture
People are social beings who interact in a variety of ways. We present ourselves to and evaluate each other, influence the attitudes and behaviour of each other, and engage in relationships such as loving and hating, helping and hurting, cooperating and competing. This course covers these aspects of social interaction.
Prerequisite: One of SOCY 100, SOCY 102, PSYCH 103, or PSYCH 104 and PSYCH 105
NOTE: SOCY 241 and PSYCH 241 may not both be taken for credit

SOCY 251
Population and Society
3 credits, 3 hours lecture
This course is an introduction to demography in its formal and social aspects. The main focus of the course is the impact of demographic variables (fertility, mortality, and migration) on the size, composition and distribution of populations. Differing population concerns of more developed and less developed countries and their respective policy responses also will be analyzed in detail. In addition, the course will also introduce rudimentary methods of demographic analysis.
Prerequisite: SOCY 100

SOCY 260
Inequality & Social Stratification
3 credits, 3 hours lecture
This course is intended to provide a detailed theoretical and historical introduction to social stratification. Theoretical contributions of classical and contemporary sociologists will be the primary focus of the first part of the course. The second part will concentrate on the analysis of social inequality in Canada, with special emphasis on social mobility and poverty in Canada.
Prerequisite: SOCY 100

SOCY 261
Social Organization
3 credits, 3 hours lecture
This course is a theoretical (classical as well as contemporary) study of the process of social organization. Primary emphasis is on the emergence of social organization, its sources of stability, conflict and change.
Prerequisite: SOCY 100 or SOCY 102

SOCY 269
Introduction to Sociology of Globalization
3 credits, 3 hours lecture
This course is an introduction to the concept, processes and dimension of globalization and its possible consequences on societies North and South and on people inhabiting them. In addition, various theoretical perspectives on globalization and the possible alternatives to the process also will be examined.
Prerequisite: SOCY 100

SOCY 271
The Family
3 credits, 3 hours lecture
This course consists of the historical and cross-cultural study of the structure and functions of the family. The institutional characteristics and current trends in the family within contemporary societies are examined closely. Special emphasis is placed on current problems and issues regarding the Canadian family and its future prospects.

SOCY 301
Sociology of Gender Roles
3 credits, 3 hours lecture
This course is a study of gender roles from the perspective of social inequality. It will examine the explanations of gender differences from an interdisciplinary perspective, with particular emphasis on sociological explanations. A brief look at historical as well as cross-cultural gender inequalities will also be attempted. The primary focus of the course is on the gender differentiation which exists in major social institutions such as family, economy, polity, education and religion, with special reference to contemporary Canadian society.
Prerequisite: SOCY 100

SOCY 304
Sociology of Sports
3 credits, 3 hours lecture
This course examines the profound influence sports has on social life in Canada and in the global community. A number of theoretical perspectives will be utilized to analyze the impact of sports on societies. Inequalities (gender, social class, ethnicity, age, etc.) and deviances (illicit drugs, violence, sexual exploitation, gambling, etc.) in the context of sports will be the primary focus of the course. The impact of sports on various social institutions (family, education, economy, polity, religion, health care) also will be analyzed in detail. While the main emphasis is on North American society, the growing significance of sports in the global context also will be discussed.
Prerequisite: SOCY 100

SOCY 315
Introduction to Social Methodology
3 credits, 3 hours lecture
Research design, data collection and data processing techniques used by Sociologist. Topics include: research values and ethics, reliability and validity, experimentation, survey research techniques, historical methods, field research and content analysis.
Prerequisite: SOCY 210

SOCY 352
Population, Social and Economic Development
3 credits, 3 hours lecture
This course will analyze the close interrelationships that exist between economic, social and demographic variables in the developmental process of a country. While quantitative population problems of the Third World are the primary focus, education, health, aging and obesity, which are of significant relevance in advanced countries, will also be discussed in appropriate detail.
Prerequisite: SOCY 100

SOCY 363
Sociology of Work and Industry
3 credits, 3 hours lecture
Sociological analysis of the changing nature and content of work, its diversity of industrial contexts and organizational forms, and its consequences for individual's institution and society as a whole from Canadian and comparative perspectives.
Prerequisite: SOCY 100

SOCY 368
Canadian Ethnic and Minority Group Relations
3 credits, 3 hours lecture
This course examines the ethnic factor in Canadian society. Major theoretical concepts are used to explore immigration, ethnic diversity, ethnic relations and ethnic stratification. Selected case studies from other diverse societies provide a comparative perspective.
Prerequisite: SOCY 100 or SOCY 102

SOCY 375
Sociology of Aging
3 credits, 3 hours lecture
The purpose of this course is to examine the process of aging from social, cultural and demographic perspectives. The focus is on the social gerontological aspects of aging as opposed to the developmental aspects. The course will concentrate on the impact of aging on the self-concept of the elderly, and how they and the institutions and activities in which they participate, are affected by the process of aging. While the primary emphasis of the course is on aging in Canada, the cross cultural issues will also be discussed in sufficient detail.
Prerequisite: SOCY 100 or permission of the Program Chair

SOCY 376
Sociology of Religion
3 credits, 3 hours lecture
This course is an introduction to the study of the Sociology of Religion. This course will concentrate on the analysis of religion as a social phenomenon, classical and contemporary theories of religion, nature and structure of religious organizations, relationship between religion and other social institutions, influence of religion in promoting and preventing social change, the role of religion in social integration and social conflict as well as a discussion of the future of religion in modern society.
Prerequisite: SOCY 100

SOILS 210
Introduction to Soil Science and Soil Resources
3 credits, 3 hours lecture, 3 hours lab
An examination of the elementary aspects of soil formation, soil occurrence in natural landscapes, soil classification, soil resource inventory, basic morphological, biological, chemical and physical characteristics employed in the identification of soils and predictions of their performance in both managed and natural landscapes.
Prerequisite: Must have completed a university-level course in life or natural sciences. A university-level chemistry course is strongly recommended

SOST 10-1
Social Studies 10-1
5 credits, 5 hours lecture
Students will explore multiple perspectives on the origins of globalization and the local, national and international impacts of globalization on lands, cultures, economies, human rights and quality of life. Students will examine the relationships among globalization, citizenship and identity to enhance skills for citizenship in a globalizing world. The infusion of multiple perspectives will allow students to examine the effects of globalization on peoples in Canada and throughout the world, including the impact on Aboriginal and Francophone communities.
Alberta Education Course Equivalency: Social Studies 10-1
Co-requisite: ENGL 10-1 or ENGL 10-2 or permission from the Program Chair

SOST 30-1
Social Studies 30-1
5 credits, 6 hours lecture
Social Studies 30-1 explores the origins and complexities of ideologies. Students will investigate, analyze and evaluate government policies and actions and develop individual and collective responses to contemporary local, national and global issues.
Alberta Education Course Equivalency: Social Studies 30-1
Prerequisite: ENGL 20-1 or ENGL 20-2, and SOCY 020 or SOST 10-1 or equivalent or permission from the Program Chair

SOWK 110
Introduction to Human Services and Basic Counselling
3 credits, 3 hours lecture
This course will introduce the student to the broad range of opportunities available in the Human Services field. Additionally, the course will introduce the student to basic professional counselling skills, preparing them to enter into a professional helping role

SOWK 120
Rural and Northern Practice
3 credits, 3 hours lecture
This course will explore the role of the social worker in Canadian rural, northern and remote communities and how urbanization and industrialization has impacted the development of these areas and its people.

SOWK 125
Social Work Practice from an Anti-Oppressive Perspective
3 credits, 3 hours lecture
In this introductory course, concepts that address oppression and oppressed people, from historical and contemporary perspectives, are applied to practice models. In particular, issues associated with internalized dominance and oppression are explored. Different anti-oppressive theories and perspectives are applied to provide a framework for practice. Students will use self-reflection and will share their own experiences to learn about strategies to promote anti-oppressive policy and practice.

SOWK 130
Addictions and Mental Health
3 credits, 3 hours lecture
This course will examine current addictions and mental health theories and the role of the social worker in these areas of practice. The learner will also explore the impacts addictions and mental health disorders have on individuals, families and communities.

SOWK 155
Practicum I
6 credits, 360 hours
The student will demonstrate competency of acquired theoretical skills as applied in a field placement. Practicals are organized with consideration of relevant personal or practice backgrounds, learners' academic needs, areas of interest and organization fit. Subject to certain conditions, students may also complete their practicum in their workplace. As part of this course, learners will be supported through scheduled discussions with their practicum instructor and peers. This instructor-guided reflective, integration seminar is designed to support experiential learning.
Prerequisite: SOWK 201, 110, 130, 120, 125 & 220
NOTE: Prior to entering practicum (SOWK 155 and SOWK 255), Social Work faculty evaluate learners using an assessment tool call Professional Suitability or Overall Suitability. Any deficiencies identified will be discussed with students and a collaborative support plan will be implemented to support students in addressing deficiencies. Following the reassessment, if there continues to be deficiencies, students may not be placed in practicum.

SOWK 201
Introduction to Social Welfare and Social Work
3 credits, 3 hours lecture
This course will provide an opportunity for students to gain an understanding of social welfare in its broadest terms and the profession of social work within this realm. This course will introduce students to the professional values, ethics, knowledge bases, roles, responsibilities, fields of practice, and practice settings of social work; encourage students to critically examine their beliefs, values, and attitudes in relation to society of which they are members; and enable students to explore their individual interests within the profession of social work. The complexity of social issues and the concepts of diversity, empowerment, and advocacy will also be emphasized.

SOWK 210
Social Policy
3 credits, 3 hours lecture
This theory course provides in-depth knowledge and understanding of social policy and its relationship to and impact on human services work. Social policy concepts are discussed and then applied to a variety of Canadian and Indigenous policy issues and societal trends. The benefits and disadvantages of established social policies are examined from the perspectives of marginalized groups. Students are encouraged to raise issues and cite examples from their own experiences and to examine them in light of historical and current political realities.

SOWK 220
Practice with Families
3 credits, 3 hours lecture
This course will explore theories and trends in family practice from a generalist approach. Students will obtain an understanding of family assessment, dynamics, development, and evaluation and how these concepts apply to different cultures and social systems. In addition, students will also explore the role of the social worker and how to apply various theories and concepts to practice.

SOWK 225
Social Work in Organizations
3 credits, 3 hours lecture
This course will assist students to identify and understand the role of social workers as managers within many types of organizations. Students will learn the importance of administration in organizations that provide social services and the relationship between services and the implementation of various policies. The course will also examine the structure and function of organizations, and the issues of development and change. Students will observe and comment upon the issues addressed by multicultural organizations and the challenges that staff in these organizations face. They will be able to understand the major functions of management and their relevance. Questions surrounding values and ethics in the workplace will be addressed. Attitudes and issues relevant to social work will also be examined in light of the different responsibilities of the social work manager.

SOWK 230
Community Development
3 credits, 3 hours lecture
This course will introduce the student to the basic principles, concepts, techniques, processes, history and models of community development from a Canadian social work perspective.

SOWK 235
Social Work with Groups
3 credits, 3 hours lecture
This course focuses on the processes and dynamics of group work in social work practice. The theoretical underpinnings of group work are explored with an emphasis on values and practices that differ across cultures and consequently impact group work. A variety of group types, phases of group development, intervention techniques, and leadership qualities are examined. Students will apply concepts of group work in the classroom and will have opportunities to practice with and observe groups.

SOWK 255
Practicum II
6 credits, 360 hours
The student will demonstrate competency of acquired theoretical skills as applied in a field placement. Practicals are organized with consideration of relevant personal or practice backgrounds, learners' academic needs, areas of interest and organization fit. Subject to certain conditions, students may also complete their practicum in their workplace. As part of this course, learners will be supported through scheduled discussions with their practicum instructor and peers. This instructor-guided reflective, integration seminar is designed to support experiential learning.
Prerequisite: SOWK 155, 210, 225, 230
Co-requisite: SOWK 235
NOTE: Prior to entering practicum (SOWK 155 and SOWK 255), Social Work faculty evaluate learners using an assessment tool call Professional Suitability or Overall Suitability. Any deficiencies identified will be discussed with students and a collaborative support plan will be implemented to support students in addressing deficiencies. Following the reassessment, if there continues to be deficiencies, students may not be placed in practicum.

SPCH 207
Developing Professional Speaking Skills
3 credits, 3 hours lecture This second-year communications course focuses on the development of students' skills in speaking to a variety of audiences. Students will apply principles of communication theory to plan effective presentations and to present technical information in a professional and polished manner. In addition, they will practice using current technology to support oral communication skills, and they will adept presentation techniques for different listeners and situations.
Prerequisite: WRITE 103

SPE 005
Advanced Communication
2 credits, 2 hours lecture
This is a continuation of COM 005. Students will learn to enhance the communication skills introduced in COM 005. They will practice giving and receiving information clearly in home, school and workplace. They will learn to give short presentations. They will work on their assertiveness skills and increase their self-esteem. Personal rights and responsibilities will also be dealt with.

STAT 141
Introduction to Statistics
3 credits, 3 hours lecture
This course covers: random variables and frequency distributions, averages and variance, the binomial and normal distribution and elementary inference, the X2 test for contingency tables, regression and correlation, and analysis of variance.
Prerequisite: MATH 30-1 or permission of the Program Chair

STAT 151
Introduction to Applied Statistics I
3 credits, 3 hours lecture, 2 hour lab
An introduction to descriptive statistics (including histograms, stem-and-leaf plots, and box plots), elementary probability, the binomial distribution, the normal distribution, sampling distributions and the central limit theory. An introduction to inferential statistics including estimation of population parameters and confidence intervals for means, hypothesis testing including both one and two sample tests, paired comparisons, one-way analysis of variance, chi-square test, correlation and linear regression analysis.
Prerequisite: MATH 30-1 or MATH 30-2

WIL 100
Work Integrated Learning
3 credits, 135 hours practicum
This course provides students with a minimum of 135 hours of work experience, to apply skills and knowledge acquired in the first year of studies. Students enrolled in this course also need to fulfill communication and reporting requirements under the supervision of a designated Faculty member and the Work-Integrated Learning coordinator.
Prerequisite: Successful completion of a minimum of 15 credits in the specified Arts or Science program.

WRITE 103
Scientific Writing
3 credits, 45 hours lecture
This course intensive writing practices to help student improve their ability to communicate clearly in writing. By studying examples and applying principle of scientific writing to a variety of contexts, students will develop their skills in writing expository, analytical, technical and persuasive prose. They will also learn to analyze and evaluate argumentation and to apply those skills to their own written and oral presentations.
Prerequisite: ENGL 30-1

ZOOL 250
Survey of the Invertebrates
3 credits, 3 hours lecture, 3 hours lab
Invertebrate species constitute over ninety-five percent of the animal kingdom. The functional anatomy and life cycles of the major invertebrate taxa are examined in this course. Evolutionary histories and the relationships between the various groups are emphasized.
Prerequisite: BIOL 108

GLOSSARY

Arachchi, Indika
3rd Class Power Engineer, BSc (Sri Lanka), MSc (UK), MPhil (UK)
Instructor, Power Engineering
School of Trades & Technology

Ashouri-Talooki, Reza
BA (Iran), MA English (Iran), MA Public Policy and Administration (Ryerson), PhD (Western)
Instructor, University Studies
School of Business, University Studies & Academic Upgrading

Barter, Jane, RSW
MSW (Hons) (Laurier), BSW (Calgary), BA (Hon) (Cape Breton)
Mental Health Coordinator
Wellness Services

Bentley, Mitchell
3rd Class Power Engineer, BSc PSE (Regina)
Instructor, Power Engineering
School of Trades & Technology

Bessey, Shelley
BN(Athabasca) MN(Saskatchewan)RN
Instructor, Nursing & Allied Health
School of Health & Human Services

Boger, Tracy
Instructor, College & Career Prep / Education
School of Business, University Studies & Academic Upgrading

Boychuk, Abby
LPN (NSCC)
Coordinator, Health Care Aide
Instructor, Nursing & Allied Health Studies
School of Health & Human Services

Brownschlaigle, Dawn
ACP (NAIT), BScHS (Athabasca), BScN (British Columbia)
Coordinator, Pre-Hospital Care Paramedic Programs
Instructor, Nursing & Allied Health Studies
School of Health & Human Services

Chandler, Greg
BSc (Kentucky), BEd (Ontario), MBA (Ontario)
Instructor, Business
School of Business, University Studies & Academic Upgrading

Changirwa, Dr. Robert
BSc (Nairobi), MASc, PhD (Dalhousie), PEng (APEGA)
Instructor, University Studies
School of Business, University Studies & Academic Upgrading

Cherian, Leni B
BEng (Cochin), MEng (Mumbai)
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Cheshire, Kory
BSc Sociology (Oregon), BSc Psychology (Oregon), MA (Oregon)
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Collins, Patricia
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School of Business, University Studies & Academic Upgrading

Courtney, Jennifer
BScN (Queens), MHS (Athabasca)
Coordinator, Bachelor of Science in Nursing
School of Health & Human Services

Cox, Dr. Ryan
BA, MA (Windsor), PhD (Minnesota)
Instructor, University Studies
School of Business, University Studies & Academic Upgrading

De Silva, Gallage
B.Sc. (Colombo), Power Engineer
Steam Chief, Instructor, Power Engineering / Process Operations
School of Trades &Heavy Industrial

Dewolfe, Sandy
BScN (Alberta), RN
Instructor, Nursing & Allied Health
School of Health & Human Services

De Villiers, Dr. Jean-Pierre
BSc (Hon), PhD (Alberta), PEng.
Instructor, University Studies
School of Business, University Studies & Academic Upgrading

Dionne, Richard
RSE Welder
Instructor, Apprenticeship
School of Trades & Technology

Dyrmishi, Rifat
3rd Class Power Engineer, BEngg, MEngg (McMaster)
Instructor, Power Engineering/Process Operations
School of Trades & Technology

Eckhold, Peter
RSE Industrial Mechanic
Instructor, Apprenticeship
School of Trades & Technology

Edwards, Amani
BA (Northern Caribbean), MBA (Texas Permian Basin)
Instructor, Business
School of Business, University Studies & Academic Upgrading

Forrest, Kyle
RSE Electrician
Instructor, Apprenticeship
School of Trades & Technology

Gauthier, Tony
RSE Heavy Equipment Technician
Instructor, Apprenticeship
School of Trades & Technology

Grantham, Sharon
BScN (Vancouver Island), RN
Instructor, Nursing & Allied Health
School of Health & Human Services

Hambley, Carla
LPN (Keyano)
Instructor, Nursing & Allied Health Studies
School of Health & Human Services

Hennings, Norman
RSE Welder
Instructor, Apprenticeship
School of Trades & Technology

Hydomako, Brent
RSE Plumber, RSE Steamfitter/Pipefitter
Instructor, Apprenticeship
School of Trades & Technology

Jack, Uylander
BSc Admin. Mgt (UTech Jamaica), MSc. (UWI, Mona)
Instructor, Business
School of Business, University Studies & Academic Upgrading

Jones, Dr. Marie-France
BSc, MSc, PhD (New Brunswick)
Chair, University Studies & Environmental Technology
School of Business, University Studies & Academic Upgrading

Kasinyabo, Katembo
3rd class Power Engineer, Petroleum Engineering Degree
Instructor, Power Engineering
School of Trades & Technology

Keus, Kelly
BSc (Alberta) MLIS (Western)
Technology and Online Learning Librarian, Library Services
Department of Research, Learning, and Innovation

Krabes, Gregory
BBA (Bishop's) MBA (St Martin's)
Instructor, Business
School of Business, University Studies & Academic Upgrading

Laird, Alexis
BA (New Brunswick), BSW (St. Thomas), MSW (Calgary), RSW
Chair, Human Services
School of Health & Human Services

Lalonde, Jason
RSE Electrician, Master Electrician
Chair, Electrician, Heavy Equipment Technician, CNC
Instructor, Apprenticeship
School of Trades & Technology

Legaree, Dr. Blaine
BSc (Hons), PhD (Guelph)
Instructor, University Studies
School of Business, University Studies & Academic Upgrading

Legrou, Fatima
LPN (Bow Valley)
Instructor, Nursing & Allied Health Studies
School of Health & Human Services

Levasseur, Natali, R. Psychologist #3472
M.A.Ps , BA (Moncton)
Mental Health Coordinator
Wellness Services

Little-Kulai, Glenda
Chair, Language Instruction for Newcomers to Canada
School of Business, University Studies & Academic Upgrading

Luedee, Patricia
RSE Electrician, Master Electrician
Instructor, Apprenticeship
School of Trades & Technology

MacLennan, Tom
RSE Industrial Mechanic/Machinist
Instructor, Apprenticeship
School of Trades & Technology

McCurdy, Shawn
RSE Steamfitter Pipefitter, RSE Plumber, 2nd Class Gasfitter
Instructor, Apprenticeship
School of Trades & Technology

McGladdery, Kevin J
RSE Certified B Pressure Welder & Boiler Maker
Welding Instructor/Examiner, Welding
Recertification/Apprenticeship
School of Trades & Technology

McMullin, Natalie
BScN (CBU), MC (UNB), RN
Instructor, Nursing & Allied Health Studies
School of Health & Human Services

Mills, Robert
RSE Heavy Equipment Technician
Instructor, Apprenticeship
School of Trades & Technology

Morin, Matthew
BSc (Simon Fraser), MSc, PhD (British Columbia)
Instructor, University Studies
School of Business, University Studies & Academic Upgrading

Nita, Dr. Sorin
BSc (AI. I. Cuza), MSc (Queens), PhD (Queens)
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School of Business, University Studies & Academic Upgrading

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RSE Electrician, Master Electrician
Instructor, Apprenticeship
School of Trades & technology

Parisian, Chester
RSE Certified Heavy Equipment Technician
Instructor, Apprenticeship
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BA (Western), MSW (Calgary), RSW
Instructor, Social Work
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Pyz, Christel
BSocSc (Hons) (Ottawa)
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eLearning Curriculum Design Specialist
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School of University Studies, Career Programs & Academic Upgrading

Rodgers, Kevin
BA, BEd (Nipissing), MA (Athabasca)
Instructor, College & Career Prep
School of Business, University Studies & Academic Upgrading

Rondot, Gerri
BComm (Hons) (Ontario), MBA (Davenport), BA
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Accessibility Services

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School of Trades & Technology

Shalini, Pratibha
PhD (West of Scotland)
Instructor, Business
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Simpson-Szpak, Catharine
BA (McMaster), MN (Queensland), RN
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School of Health & Human Services

Smith, Dr. David
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Smith, Dr. Michael
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Sorley, Michelle
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Instructor, Human Services
School of Health & Human Services

Stacey, Darren
RSE B Pressure Welder, Steamfitter/ Pipefitter
Chair, Metal Trades
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Starkes, Arlene
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Interim Dean
School of Health & Human Services

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School of Health & Human Services

Turner, Lisa
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School of Business, University Studies & Academic Upgrading

Wills, Kevin B
RSE Heavy Equipment Technician
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School of Trades & Technology

Wilton, Alan
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Instructor, Apprenticeship
School of Trades & Technology

Wionzek, Lorn
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Instructor, Power Engineering
School of Trades & Technology

Yanciw, Marina
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School of Health & Human Services

Young, Dr. Mark
BA (Branden), MA (Philosophy), PhD (Ottawa)
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School of Business, University Studies & Academic Upgrading

ACADEMIC SCHEDULE A schedule of events and deadlines important to students and prospective students covering the period of the College's academic year, July 1 to June 30.

ACADEMIC PROBATION Students are considered to be on academic probation with their cumulative grade point average falls below the academic indices required for good standing.

ACADEMIC YEAR The term used to describe the twelve-month period from July 1 of one year to June 30 of the following year.

ADMISSION OR READMISSION acceptance of a person (who has formally applied to attend the College) into a specified program.

ADMISSION REQUIREMENTS Sometimes called entrance requirements, are the academic background required for admission to a program of study at the College. Some examples of admission requirements are: a high school diploma, letters of reference and Mathematics 30.

ALBERTA RESIDENT A resident of Alberta is defined as a Canadian Citizen or Permanent Resident (Landed Immigrant) who has been a continuous resident in the Province of Alberta, the Yukon, the Northwest Territories or Nunavut for at least one year immediately before the first day of classes of the term for which admission is sought. The one-year residence period shall not be considered broken where the admission office is satisfied that the applicant was temporarily out of the province on vacation, in short-term employment, or as a fulltime student. Applicants on study permit cannot establish residence during a period as a full-time student in an Alberta secondary or postsecondary institution because a stay under study permit is considered to be a visiting period.

ALUMNUS A former student or graduate of the College.

AUDITING STUDENTS Students are permitted to attend individual courses on the understanding that, except with the permission of the instructor, they may not participate in the class discussion. No assignments or examinations are required and no credit will be granted for the course. Change in classification from a Regular student to an Auditing student or auditing to regular is permitted only within the first two meetings of the class.

CALENDAR An annual publication of academic regulations, schedules, programs of study and course descriptions.

CERTIFICATE The recognition awarded to a student who has completed all the requirements of a designated program that is normally the equivalent of eight months (two semesters) of full-time studies.

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

CLINICAL Hands-on experience in a specified Nursing & Allied Health Studies program.

CONDITIONAL STUDENTS Students admitted to a credit program with the conditions that transcripts or other documents are provided to confirm admission requirements are met. Conditions must be cleared prior to the start of classes or the offer of conditional acceptance may be revoked.

CONTINUING STUDENT A student enrolled in one or more semesters of the previous academic year.

CONVOCATION The ceremony to celebrate with those students who successfully completed their programs and satisfied the College's graduation requirements.

CO-REQUISITE COURSE REQUIREMENTS Students registering in courses at Keyano College for which a co-requisite is listed must also register in the co-requisite course or have previously passed the co-requisite course with a minimum grade of C-. Students, who are unsure if they meet the co-requisite requirements of a course, or wish to obtain permission to have a co-requisite waived, should consult with the University Studies Chair or a Student Advisor.

COURSE LOAD The number of courses a student is expected to take while in attendance in a given semester of a program.

CREDIT COURSE A course that carries credit toward a certificate, diploma, or program of studies.

CREDIT The quantitative measure or weight assigned to the amount of learning a student receives through a combination of lectures, tutorials, labs etc.

DEFERRED FINAL EXAMINATIONS An examination written by a student, in accordance with College policy, subsequent to the regular time of writing.

DEPARTMENT The administrative unit of the College responsible for the academic functions of a program of study.

DIPLOMA The recognition awarded to a student who has completed all the requirements of a designated program that is normally 16 months of full-time studies spread over two years (four semesters).

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

ENTRANCE REQUIREMENTS Sometimes called admission requirements, are the academic background required for admission to a program of study at the College. Some examples of admission requirements are: a high school diploma, letters of reference, Mathematics 30.

FALL SEMESTER Sometimes referred to as the Fall Term is the period of the academic year which runs from September to December.

FEES The dollar value set, normally annually, by the Board of Governors and used in the calculation of instructional fees. Fees quoted normally include tuition and other charges for instruction and do not normally include textbook charges.

FULL-TIME STUDENT Students taking 60% or more of the full program load in each term are classified as full-time.

GRADE POINT A weighted value assigned to the grade a student receives in a course, obtained by multiplying the grade received by the course credits. This value is used in calculating grade point average.

GRADE POINT AVERAGE (GPA) A measure of a student's weighted average obtained by dividing the total number of grade points earned by the total credits attempted.

GRIEVANCE A claim or complaint by a student that a College unit has reached a decision which is not in keeping with College policy or has taken an erroneous action which adversely affects the student.

HIGH SCHOOL EQUIVALENT Academically equal to high school diploma, subject or course.

INSTRUCTIONAL DAY Any day classes are held.

INSTRUCTOR Sometimes called a faculty member or teacher qualified to teach at the College.

INTAKE Defines when students may start a program that is not offered on a semester format.

INTERNATIONAL STUDENTS Students that are citizens or residents of another country who have a valid student authorization to study in Canada.

LABORATORY A scheduled class meeting time separate from the normal lecture hours. The laboratory is set aside for practical learning, such as experiments or solving problems. Laboratory classes require students to perform certain functions in controlled situations that help them test and understand what is being taught in the lecture.

LECTURE In lecture classes, students attend regularly scheduled classes and the instructor lectures on class material.

MATRICULATION – UNIVERSITY STUDIES

Students are those who are not eligible for University Studies or other post-secondary programs due to missing high school pre-requisites. Students are registered as matriculation students and pay fees in accordance with the courses they are taking.

MATURE STUDENTS An individual who meets one of the following criteria with or without a completed high school diploma: (1) have been out of school for at least three consecutive years; or (2) are at least 21 years of age.

NON-CREDIT COURSES Courses not recognized for credit towards a Keyano College credit program.

OPTION Refers to courses in a specific program that are not prescribed by the curriculum and in which the student is allowed a choice.

PARCHMENT The award received for successful completion of a curriculum of studies that is recognized by a certificate, diploma or degree.

PART-TIME STUDENT A student who is registered in less than 60% of the full program load is classified as a part-time student.

PLACEMENT ASSESSMENT An assessment to determine the student's level of academic competence in a particular subject like English or Mathematics. Not normally used to determine admissibility to a program.

PRACTICUM A course of study involving supervised practical work experience.

PREREQUISITE COURSE REQUIREMENTS Students registering in courses for which a prerequisite is listed must meet that requirement. At Keyano College, a grade of C- is the minimum grade acceptable in a course that is to be used as a prerequisite. Students, who are unsure if they meet the prerequisite requirement in a course or wish to obtain permission to have a prerequisite waived, should consult with the University Studies Chair or a Student Advisor.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR) Defined as awarding credit for learning which has taken place outside of post-secondary institutions. PLAR provides a way of recognizing learning which has taken place on the job, in employment based training, or in a variety of experiences outside of the workplace.

PROBATIONARY STUDENTS admitted subject to meeting specific requirements of academic achievement or behavioural performance. Students who meet the conditions of their probation

will become Regular Students. Students who do not meet the conditions of their probation may be required to withdraw from the College for at least one semester.

PROGRAM An approved group of related courses leading to a diploma or certificate.

REGISTRATION The process of selecting courses that are to be taken by a student in a term or session, usually in accordance with a specific program curriculum.

REGULAR STUDENTS Admitted to a credit program on the basis of meeting the entry requirements, or having satisfied a provision of admission, or having successfully completed a probationary period.

REQUIRED COURSES Often called compulsory or core courses, these are specific courses in a program that must be completed to meet graduation requirements in a program.

RESIDENCY REQUIREMENT The minimum number of Keyano College courses or credits that must be completed to fulfill a program's requirement or meet graduation requirements.

RETURNING STUDENT A student who is returning to the College after an absence of a minimum of one academic year.

SEMESTER Often known as an academic session or term. Each academic year at the College is divided into periods of time called semesters.

SENIOR LEVEL COURSES Courses intended for students in their second or third year of study.

SPECIAL STUDENTS A student admitted to individual credit courses but not to a credit program. Students may take up to four credit courses at one per term at which time their performance will be reviewed. Special Students are not eligible to receive a certificate or diploma.

SPRING SEMESTER Sometimes referred to as the Spring Term is the period of the academic year which runs from May to June.

STATEMENT OF MARKS A statement or report card of a student's academic record for a term or semester of study.

SUMMER SEMESTER Sometimes referred to as the Summer Term is the period of the academic year which normally runs from May to August.

STUDENT ADVISOR Sometimes called an academic advisor is an Office of the Registrar staff member who helps students select courses that will satisfy graduation requirements for the student's program.

TRANSCRIPT A statement or report card of a student's entire official academic record bearing the original signature of an authorized member of the Registrar's staff and the official seal of the College.

TRANFER CREDIT Credit awarded for courses successfully completed at another accredited or recognized college, university or technical institute. Transfer credit is only given when the knowledge an applicant acquired through previous study is almost identical or equivalent to that which would be gained in one of the credit courses at the college.

TUTORIAL The small group discussion portion of a larger class which may be led by an instructor or by a tutorial assistant. Discussion classes offer students the opportunity to talk about material being taught, ask questions, and discuss material with their classmates.

UNIVERSITY TRANSFERCOURSES These are courses delivered by the College and recognized for credit by Alberta universities as listed in the Alberta Transfer Guide published annually by the Alberta Council on Admissions and Transfer.

VISA STUDENT A student studying on visa while in Canada.

VISITING STUDENTS Admitted on the basis of a letter of permission from another institution, with the intention of transferring Keyano College credits back to the home institution.

WINTER SEMESTER Sometimes referred to as the Winter Term, is the period of the academic year which runs from January to April.

WITHDRAWAL PERIOD Students who withdraw between 1/8 and 3/4 the length of a semester or session will receive a grade of "W" (Withdrawal) in their course(s) which will appear on the official transcript but is not calculated in the GPA (grade point average).

WITHDRAWAL The voluntary cancellation of registration in a course or a full semester of courses by a student who completes and submits to the Office of the Registrar a "Withdrawal" or "Change of Registration" form. The deadlines for students to have registrations "dropped" or "withdrawn" are noted in the Academic Schedule

Keyano
COLLEGE