

KEYANO COLLEGE

CONTINUING EDUCATION & EXTENDED STUDIES VIEWBOOK 2026-27



KEYANO.CA

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We respectfully acknowledge that Keyano College is located on Treaty 8 territory, the traditional & contemporary meeting grounds and gathering places of the Denesuline, Cree and Métis Peoples of this region. Our name, Keyano (kiyânaw in nêhiyawêwin - Cree language), translates to "we, us, our" and speaks to the connection we have as a community and our commitment to being in right relationships with the First Peoples of these lands.

Keyano College Continuing Education & Extended Studies

Where Learning Meets Life

Whether you're preparing for further education, looking to advance your career, or simply wanting to build new skills, Keyano College Continuing Education & Extended Studies programs are designed to meet you where you are.

The best part? You set the pace. Learn something new, expand your knowledge, and challenge yourself through flexible, practical learning that fits your life. Our accessible, skill-focused courses are built to support your confidence and independence – on your terms.

Build practical skills and take the next step toward your future with Keyano College Continuing Education & Extended Studies.

What We Offer

Flexible Learning Opportunities

At Keyano College Continuing Education and Extended Studies, learning is designed to fit your life. Our programs support lifelong learning and skill development through flexible scheduling and multiple delivery options. Many courses are offered in both in-person and online formats, with self-paced and instructor-led choices available.

Our programming focuses on practical skills and real-world competencies. Courses may be taken as a stand-alone option or as a complement to your professional or personal growth journey. Offerings include non-credit certificates and designations, micro-credentials, and open-registration courses.

For current schedules and delivery formats, please visit our website.



Delivery Methods

In-Person: Scheduled classes with live instructor-led learning.

HyFlex: Attend in person or online in real time—choose what works best.

Online (Synchronous): Live online classes at set times.

Asynchronous / Self-Paced: Learn anytime, at your own pace.

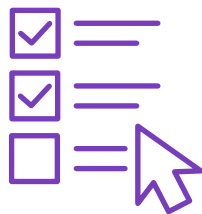


Program Types

Programs: Build competency in a specific area through a series of courses.

Courses: Short, focused classes to master a single skill or topic.

Micro-Credentials: Targeted, skill-based training aligned with industry needs.



Requirements

Students must be 18 years of age or older to enroll in Continuing Education courses, unless otherwise specified in the program information.

No formal admission requirements or application process are required to begin a non-credit certificate program. Some exceptions apply.

Personal Interest

French Level 1

Course \$399 | 20 hours | HyFlex

French Level 1 is designed for beginners with little to no prior knowledge of the language. This course is ideal for first-time learners or parents supporting children in French immersion programs. Students will learn essential vocabulary, basic sentence structure, and everyday expressions, including how to introduce themselves, ask simple questions, and talk about daily routines. No prerequisites are required.

Spanish Level 1

Course \$399 | 20 hours | HyFlex

Spanish Level 1 offers a supportive and interactive way to begin your language-learning journey. This course is perfect for personal growth and travel. Students will develop foundational communication skills while learning essential vocabulary, basic grammar, and sentence structure, with an emphasis on simple conversation. No prerequisites are required.

French Level 2

Course \$399 | 20 hours | HyFlex

French Level 2 is designed for learners who have some basic knowledge of French and are ready to build on their foundation. This course is ideal for those looking to strengthen their conversational skills and expand their vocabulary. Students will continue developing grammar skills, practice forming more complex sentences, and gain confidence using French in everyday situations. Completion of French Level 1 or equivalent experience is recommended.

Spanish Level 2

Course \$399 | 20 hours | HyFlex

Spanish Level 2 offers a supportive and interactive way to continue your language-learning journey. Students will expand their practical communication skills while deepening their understanding of vocabulary, grammar, and sentence structure—placing greater emphasis on conversation, comprehension, and confidence in real-life situations. Completion of Spanish Level 1 or equivalent experience is recommended.



Bookkeeping Certificate

Courses \$525- \$575 | 18-21 hours | In-Person & HyFlex
Certificate \$2,775 | 99 hours | 5 courses

The key to business success starts with bookkeeping. The Bookkeeping Certificate offers participants a thorough understanding of bookkeeping techniques and practices and how to apply them using manual and computerized methods.

This program is ideal for individuals who want to acquire the essential skills and knowledge required to set up and maintain a complete set of books for small to medium-sized businesses.

- Introduction to Bookkeeping
- Advanced Bookkeeping
- Sage 50 Level 1
- QuickBooks Online
- Payroll Administration

Computer Training

Computer literacy is essential in today's high-tech world. Keyano's hands-on computer training in small class settings allows beginners to learn new digital skills comfortably. Improving computer skills helps users manage administrative tasks efficiently, professionally, and creatively.

Introductory Microsoft 365 Excel

Course \$429 | 14 hours | In-Person

This course is perfect for those new to Excel or looking to refresh the basics. Students will learn how to navigate the Excel environment, create and format worksheets, perform basic calculations, and organize data effectively.

Intermediate Microsoft 365 Excel

Course \$449 | 14 hours | In-Person

This course builds on foundational knowledge and focuses on working smarter with data. Students will explore advanced formulas and functions, data analysis tools, charts, conditional formatting, and techniques to improve accuracy and productivity. Completion of Introductory Microsoft Excel or equivalent experience is recommended.



Management & Supervision Certificate

Courses \$399 | 7 hours | In-Person
Certificate \$2,793 | 49 hours | 7 courses

Keyano College, in partnership with MacEwan University, offers the Management & Supervision Certificate program.

Students gain knowledge and the practical tools to analyze situations, develop strategies, and effectively engage and communicate with their teams.

This program is ideal for supervisors or those planning to be in leadership roles in any industry. We also welcome individuals who want to learn new leadership techniques for personal development.

Courses in this certificate include:

- Fundamentals of Management and Supervision
- Building an Engaged Workforce
- Managing Priorities and Making Decisions
- Effective Communication Techniques
- Managing Workplace Conflict
- Coaching for Performance
- Elective: Strategies for Managing Projects
- Elective: Hiring for Success

Students who have completed the Keyano College Project Management Certificate can apply for advanced credit for elective course: Strategies for Managing Projects. These students can earn their Management and Supervision certificate in just six courses.



Operations & Project Management

Asset Planning & Management Certificate

Courses \$549 | 14 hours | Asynchronous

Certificate \$3,843 | 98 hours | 7 courses

The Asset Planning & Management Certificate is designed and developed by oil industry and asset planning experts.

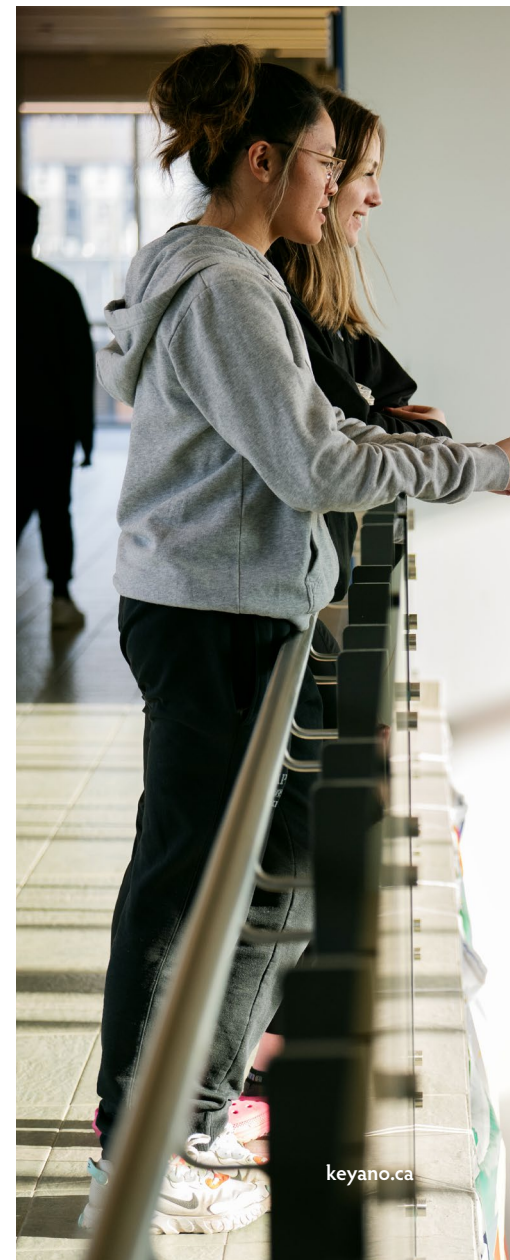
Students learn the overall aspects of planning, scheduling, supply chain, operations, and methods to maximize resource productivity and craft utilization.

This program is ideal for individuals who want to start or advance their careers in maintenance, asset planning, and scheduling.

Courses in this certificate include:

- Operations and Reliability Strategy
- Asset Planning
- Asset Scheduling
- Execution, Coordination and Closure
- Supply Chain
- Turnaround Planning
- Asset Project
- Computerized Maintenance Management Systems (Optional)

Students must successfully complete the first six courses before registering for Asset Project.



Project Management Certificate

Courses \$599-\$799 | 14-21 hours | HyFlex

Certificate \$4,793 | 119 hours | 7 courses

Gain the skills and confidence to lead projects from concept to completion. Delivered in partnership with MacEwan University, Keyano College's Project Management Certificate prepares aspiring and experienced professionals to manage project teams, timelines, budgets, and risks in fast-paced business environments.

Students learn practical project management knowledge, strategies, and skills to manage projects through their life cycle. The program allows learners to develop project budgeting and strategic planning skills while discovering how to motivate their teams, delegate tasks, and communicate with stakeholders effectively throughout projects.

Whether you're preparing for your Project Management Professional PMP® exam, seeking your Blue Seal Certification, or developing your leadership toolkit, this certificate delivers practical training aligned with the Project Management Institute (PMI) standards. Courses are taught by industry professionals with decades of real-world experience.

All seven courses contribute 119 instructional hours, including PMI PDUs and Blue Seal Business Competency hours.

Courses in this certificate include:

- The Basics of Project Management
- Project Scope and Quality
- Fundamentals of Project Planning
- Working With Stakeholders
- Leading and Managing a Team
- Managing Risks on Projects
- Measuring and Reporting on Project Activity

Students who complete the Keyano College Project Management Certificate can apply for advanced credit for Management and Supervision elective course: Strategies for Managing Projects.



Health & Human Services

Medical Office Assistant Certificate

Courses \$125-\$825 | 2-60 hours | Asynchronous, In-Person, HyFlex

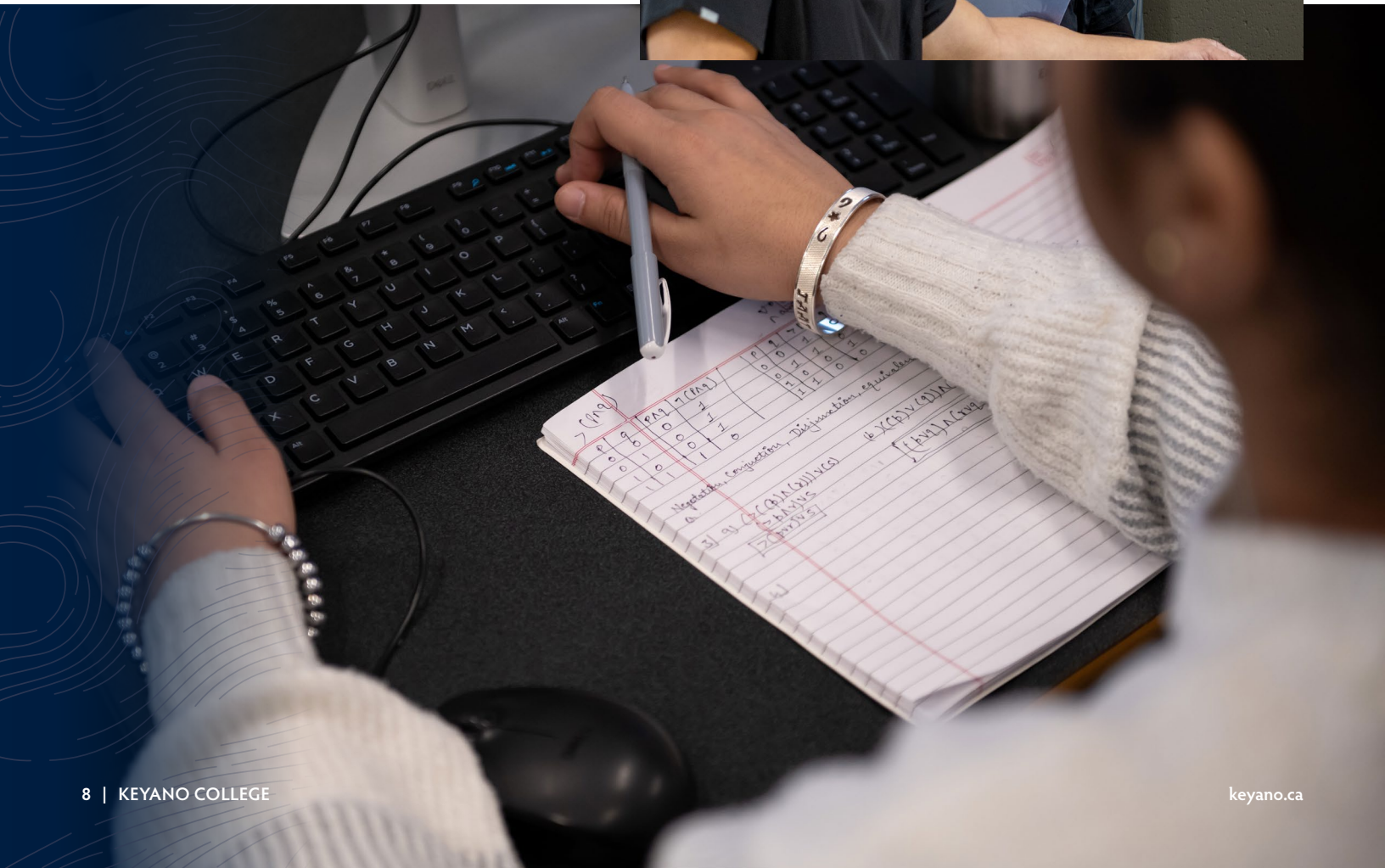
Certificate \$3,157 | 148 hours | 7 courses

The Medical Office Assistant Certificate at Keyano College provides essential training for those seeking a career in healthcare administration. Students develop critical skills in medical terminology, office procedures, customer service, digital literacy, and clinical support, all within the context of Canada's healthcare system.

This program empowers participants to perform medical office administrative duties, including maintaining accurate patient records while empathizing with dynamic patient needs. This program is ideal for individuals looking to start or advance their career in a medical office environment.

Courses in the certificate include:

- Medical Terminology
- Canadian Healthcare System
- Basic Life Support - Blended Delivery
- Office Procedures
- Customer Service
- Time Management and Decision Making
- Microsoft Word



Bridge to Canadian Nursing Program

Courses 45 hours | Asynchronous, In-Person Practicum

Keyano College's Registered Nurse (RN) Refresher Program is designed for former or non-practising Canadian RNs seeking to re-enter the workforce or enhance their clinical knowledge. This flexible, comprehensive program helps you update essential nursing skills, meet regulatory standards, and successfully transition back into today's Canadian healthcare environment.

With online learning, and clinical placements at Keyano College's Clearwater Campus, you'll build the skills and confidence to write the [Next Generation NCLEX \(NGNCLEX\) exam](#) and apply for [RN registration in Canada](#).

Individual courses may be taken as a refresher of skills, or complete the entire program to earn your Bridge to Canadian Nursing Certificate of Completion (Non-Credit).

CNRA requires completion of the program to write the NGCLEX Exam.

Courses included in the program:

- Medical and Surgical Nursing
- Pathophysiology & Pharmacology
- Essential Nursing Skills
- Acute Care Clinical Practice*
- Maternity, Pediatric & Public Health
- Cultural Competence and Indigenous Health
- Jurisprudence and Ethics
- Mental Health Nursing
- Maternity, Pediatric & Mental Health Clinical Practice*
- Next Generation NCLEX Exam Preparation
- Transition to Practice*

**subject to change*



This program is ideal for Registered Nurses outside of Canada who wish to smoothly transition their world of knowledge to the workforce in Canada.

Admission Requirements

Applicants must present one of the following:

- A recognized 3- or 4-year nursing degree (WES, IQAS, NNAS, or regulatory documentation required), OR
- Current or former RN registration in Canada

Additional requirements:

- Character reference from an approved professional
- 80% minimum on a proctored baseline nursing exam
- Pre-entry interview (if selected)
- Child Welfare and Police Information Check (dated after July 1 of the admission year)
- Strong digital literacy
- Meet English Language Proficiency (ELP) requirements (see full list in source content)
- Meet clinical requirements (BLS certification, immunizations, N95 fit test)

Online Learning

In partnership with Ed2Go, MindEdge and the University of New Brunswick, we offer a wide range of highly interactive courses that you can take entirely online. These online courses are affordable, fun, fast, convenient, and geared just for you.

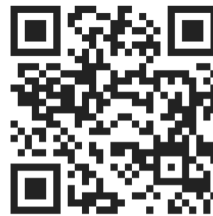


Centre for
Learning Futures

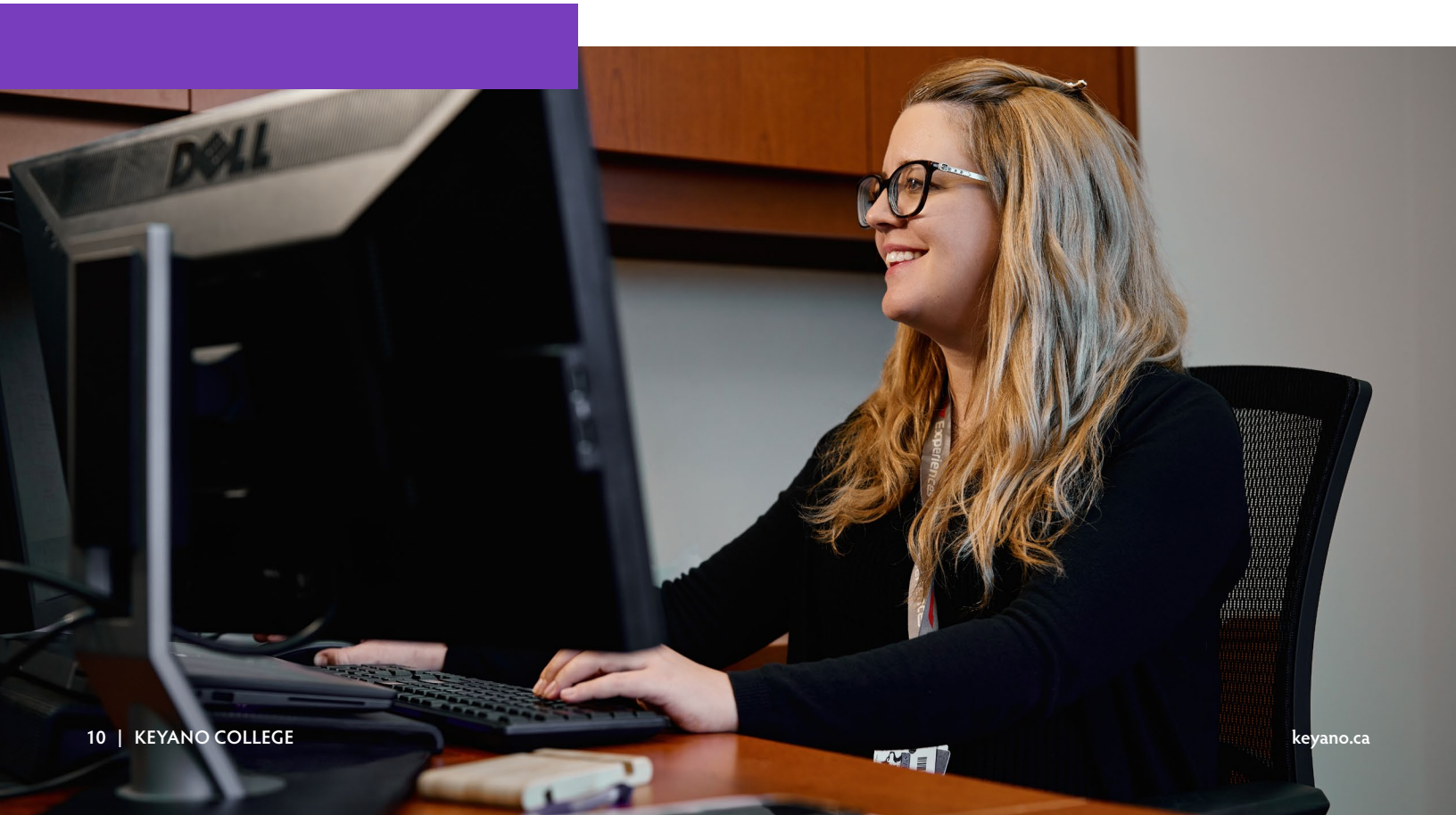
Courses through Ed2Go, MindEdge and the University of New Brunswick have not been designed by Keyano College and will not show on a Keyano College transcript.

Featured Programs

- Business Operations Strategist
- Digital Marketing Strategist
- Java Programmer & Python Developer
- Occupational Health & Safety Certificate and Diploma
- Online Nutrition Training
- Pathway to Coping
- Veterinary Assistant Training



Don't see what you're looking for? Check out all of our partnered courses here



Micro-Credentials

There are talent gaps in many industries, and this issue continues to grow. These short micro-credential courses are designed to allow learners to fill the gaps in a specific work skill or reskill for desired employability outcomes.

Digital Literacy Micro-Credential

Free | 16 – 20 Hours of Study | Asynchronous

This micro-credential is designed to provide learners with a comprehensive understanding of the foundations of digital literacy, focusing on key aspects of evaluation, exploration, ethics, value, privacy, creation, and digital well-being. Whether learners are a novice or have some prior experience with technology, this course will equip learners with the necessary knowledge and skills to navigate the digital world responsibly and ethically.

Intellectual Property for the New Innovator Micro-Credential

\$150.00 | 8 Hours of Study | Asynchronous

The *IP for New Innovators* course is designed for social entrepreneurs seeking to protect their intellectual property (IP) and leverage it to drive innovation and social impact. This comprehensive course covers the fundamentals of IP, including patents, designs, trademarks, copyrights, and trade secrets. You'll explore the trademark landscape in Canada, learning how to secure, enforce, and maintain your trademarks while understanding the legal distinctions between ™ and ®.



Next Steps

Signing up for our programs is as easy as...

1. Find your course or program
2. Fill out the Continuing Education Inquiry Form: (Don't forget to sign up for the newsletter!)
3. A program administrator will connect with you directly about your program of interest and how to register



Speak to a Program Administrator

If you're unsure, connect with one of our program administrators to help you.

Email: Continuing@keyano.ca

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