



discover
your future
@ keyano college

Academic Upgrading

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• CERTIFICATE

- Clearwater Campus*
- Conklin Campus*
- Fort Chipewyan Campus*
- Fort McKay Campus*
- Gregoire Lake Campus*
- Janvier Campus*

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

Entry Level

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

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

Potential graduates of the **Entry level** will be individually assessed and placed into appropriate Intermediate levels of math and language arts. Progression may take place in December, April, or June.

Graduation Requirements

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

Intermediate and Advanced

The Intermediate and Advanced levels each operate on a typical 16-week semester with primary intakes in September or January. Courses at these levels offer adults language arts and math instruction between a grade 5.5 and 9 equivalency.

Employability-skills training is also offered in a workshop format; these student success courses are numbered 005. Graduates of the Advanced level may progress to College Preparation.

Admission Requirements

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

English Language Proficiency

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

Admission Process

See Application Procedures on page 7.

Graduation Requirements

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

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

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

Program of Study

Course	Course Title	Credits
AFM 006	Entry Level Math	6
AFL 006	Entry Level Language Arts	9
AFM 007	Intermediate Math	6
AFL 007	Intermediate Language Arts	9
AFM 009	Advanced Math	6
AFL 009	Advanced Language Arts	9

**Student Success Seminars**

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

Course	Course Title	Credits
ADD 005	Addictions: Chemical Dependency and the Adult Learner	2
COM 005	Communication Skills	2
COMP 005	Computers	2
JOB 005	Job Skills	2
LIF 005	Healthy Lifestyles	2
PAR 005	Parenting Skills	2
PRO 005	Problem Solving: Critical Thinking Skills	2
STR 005	Stress and Time Management Skills	2
SUR 005	Academic Survival Skills for School and the Workplace	2

Course Descriptions

See page 154 to 212 for an alphabetical list of all course descriptions.

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**• DIPLOMA**

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Fort McKay Campus
Gregoire Lake Campus
Janvier 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. The length of time required to complete the program will depend on a student's background, motivation and goals.

Admission Requirements

Students wishing to enter the program should meet with a counsellor in order to clarify their educational and vocational goals.

Admission to the program requires successful completion of the Academic Foundations Certificate program with a minimum grade of C- in both Academic Foundations Language Arts 009 and Academic Foundations Math 009, or a program of studies equivalent to an Alberta Grade 9, or mature student status. A mature student meets one of the following criteria with or without a completed high school diploma:

- (1) has been out of school for at least three consecutive years.
- (2) is at least 21 years of age.

All applicants may be required to write placement assessments to determine their entry level, in the subject(s) of study selected.

English Language Proficiency

English Language Proficiency is not applicable, however students applying to this program may be required to write the Keyano College Placement Assessment.

Admission Process

See Application Procedures on page 7.

Keyano College High School Equivalency Diplomas

The College Preparation program at Keyano College offers program completers two High School Equivalency Diplomas that are universally accepted by universities, colleges, trade schools and employers.

The courses taken by College Preparation students are accepted in lieu of Alberta Learning courses. To ensure this acceptance, all courses must be reviewed and approved by the Alberta Council on Admissions and Transfers (ACAT). A listing of all acceptable "in lieu" courses is published annually: acat.gov.ab.ca.

General Education Development (GED) Credential

The GED credential gives the recipient a blanket "diploma" but it does not give employers or post-secondary admissions advisors any indication of the diploma holder's strengths or weaknesses in particular subject areas. As a result, very few post-secondary academic or trades programs will accept GED holders without proof that they have also successfully completed certain prerequisite high school courses or their equivalents.

Keyano College High School Equivalency Diploma

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

1. English 030/033
2. Two more approved subjects at the 030/033 level
3. A minimum of one science course
4. A minimum of one mathematics course
5. A minimum of one social studies course

Keyano College Advanced High School Equivalency Diploma

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

ENGL 030	English 30
MATHP 030	Mathematics 30 Pure
SOST 030	Social Studies 30

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, two at the 030/033 level, must be completed at Keyano College.

Matriculation – University Studies

Applicants with an average of 60% in three matriculation subjects (including English 30 or English 30-1) may be admitted to a combined College Preparation-University Studies program. Grade 12 deficiencies must be removed during the 12-month period following initial registration. Once students have fulfilled all matriculation requirements they may apply for admission to the university transfer faculty area of their choice.

Other Combined Programs

Students with the necessary prerequisites may enrol in courses from a variety of career programs while completing or upgrading some other high school equivalency courses.

Introduction to College Preparation Math

There are two streams of mathematics in the College Preparation program. Students are strongly advised to write a placement assessment in math with the Office of the Registrar before choosing an appropriate math course since math skills often need to be refreshed and updated if they have not been practised frequently. Placement assessments can help identify weaknesses and strengths in a student's math abilities.

Counselling can also provide students with the latest information on math requirements for entry into career, technical, and university programming.

It is important that learners know which math prerequisite they may need to enter a future career path, so that the College Preparation Math program can adequately prepare them for their choices.

The Math 013-023-033 stream is designed to build solid math skills beginning with students who may have had past difficulties in math. This sequence enables the student to gradually gain confidence and strength and move ultimately to Math 033, which is the requirement for a general high school equivalency diploma.

Math 033 is a basic requirement for students wishing to enter most trades and technology programs, as well as Business Administration and Computer Information Systems diploma programs.

The Pure Math 010-020-030-031 stream is designed to accommodate students entering the College Preparation program with solid math ability and move them through the core of material required for an advanced high school equivalency certificate. It is assumed these students have the technical math skills and problem-solving skills to handle this more rigorous material with comfort.

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 010	5
CREE 100	Introductory Cree	6
ENGL 010	English 10	5
ENGL 013	English 13	5
ENGL 020	English 20	5
ENGL 023	English 23	5
ENGL 030	English 30	5
ENGL 033	English 33	5
FREN 111	Beginners' French I	3
FREN 112	Beginners' French II	3
MATH 013	Mathematics 13	5
MATH 023	Mathematics 23	5
MATH 031	Mathematics 31	5
MATH 033	Mathematics 33	5
MATHP 010	Pure Math 10	5
MATHP 020	Pure Math 20	5
MATHP 030	Pure Math 30	5
PHYS 025	Physics 25	6
PHYS 030	Physics 30	5
SCIE 010	Science Preparation	5
SOST 010	Social Studies 10	5
SOST 030	Social Studies 30	5

**Course Descriptions**

Please see pages 154 to 212 for an alphabetical list of all course descriptions.

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• **CERTIFICATE**

This is an 8-month, full-time program designed to give students the necessary skills to either proceed to further formal education or to procure and maintain long-term, competitive employment. This program runs from September through April each academic year. It teaches core academic and employment skills identified by the Conference Board of Canada.

Prospective students have experienced difficulty in one or more of the following areas: succeeding in a formal education setting, maintaining permanent employment, dealing with day to day living skills, learning on and off the job, overcoming addictions.

Admission Requirements

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

Admission Process

See Application Procedures on page 7.

Program of Study

Course	Course Title	Credits
<i>Term I (September – December)</i>		
CCC 001	Interpersonal Skills For Education and Employment I	5
CCC 002	Goal Setting	4
CCC 003	Academic Skill Development	4
CCC 004	Problem Solving and Critical Thinking	2
<i>Term II (January – April)</i>		
CCC 005	Interpersonal Skills for Education and Employment II	5
CCC 006	Employment Safety, Rights and Responsibilities	5
CCC 007	Supported Work Placement	5

Course Descriptions

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• CERTIFICATE

- Conklin Campus*
- Fort Chipewyan Campus*
- Fort McKay Campus*
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- Janvier Campus*

This single semester (16-week) program is designed to prepare students to enter upgrading, vocational training and certain career programs at Keyano College. PACE refreshes math, writing and reading skills. It provides communication, problem solving, assertiveness, planning and study skills needed to be a successful student. PACE helps the student build a career and educational plan that is realistic and attainable.

Admission Requirements

- Prospective students must be 18 years of age or over, have an interest in pursuing further upgrading or academic or skills training. Students under 18 years of age may be considered following a special case hearing.
- Students are interviewed by program staff and are required to participate in an assessment process.
- Students can apply themselves, or employers, schools, education consultants, social workers, community workers, band personnel etc. can refer them.
- Early application is advised so that students can be assisted with funding applications, interviews, etc. prior to May for Fall term or November for January term.
- Applicants must read above a grade 4 level.

Admission Process

See Application Procedures on page 7.

Program of Study

Course	Course Title	Credits
<i>Year 1</i>		<i>30</i>
PACE 001	Communication & Conflict Management Skills	8
PACE 002	Academic Survival Skills	8
PACE 003	Critical Thinking and Problem Solving	7
PACE 004	Academic and Career Planning	7

Course Descriptions

Please see pages 154 to 212 for an alphabetical list of all course descriptions.

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• CERTIFICATE

Clearwater Campus

Keyano College offers a 10-month pre-employment program that prepares students for post-secondary opportunities or employment. It is designed for people who have experienced barriers to learning such as developmental delays and learning problems. The program’s goal is to develop students’ organizational, educational, and career goals, so they move closer to securing employment or consider further education.

The program is divided into four parts:

- (1) Life Management Skills
- (2) Employability Skills
- (3) Individual Academic Programming
- (4) Work Experience

The program will run from September to the end of June. Students graduate with a Transitional Certificate if they have completed all four parts and have completed a portfolio.

Admission Requirements

- Must be 18 years of age
- Apply by April 17 so that students can be assisted with funding applications and interviews prior to May 29 for the Fall term
- Referral from High School Counsellor
- Attend information Sessions
- Interview

Admission Process

See Application Procedures on page 7.

Program of Study

Course	Course Title	Credits
<i>Term I (September – December)</i>		
TRAN 001	Life Management Skills I	4
TRAN 002	Employability Skills I	4
TRAN 003	Individualized Academic Programming I	4
<i>Term II (January – April)</i>		
TRAN 005	Life Management Skills II	4
TRAN 006	Employability Skills II	4
TRAN 007	Individualized Academic Programming II	4
<i>Term III (May – June)</i>		
TRAN 004	Work Experience	6

Course Descriptions

Please see pages 154 to 212 for an alphabetical listing of all course descriptions.

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