

# NEW! CONSTRUCTION ADMINISTRATION FOR INDUSTRY

Keyano College's Construction Administration for Industry Certificate Program was built and designed with input from five Fort McMurray industries, and industry subject matter experts, as an introduction to all areas of construction administration for Industry. If taken on a part-time basis, this program can be completed in two to three years.

This program consists of five core courses at 196 hours, plus one professional management stream, at 78-110 hours, depending on the stream. Each Business Management Stream consists of two courses; one non-credit course, and one credit course from the Business Administration program. Both courses within the same stream must be completed.

These Business Management Streams ladder into the credit, Business Administration Certificate/Diploma.

Courses from within the Business Management Streams that have been taken in the Maintenance Management Certificate (MMP), Leadership Development Certificate, or Maintenance Asset Planning Certificate (MAP) do not have to be repeated, and will be applied as credit towards the Construction Administration for Industry Certificate. These courses currently include;

Program	Completed Course/s or Certificate	Waived Course	Core Course or Course within Professional Management Stream
MMP	Accounting & Finance for the Maintenance Manager	Finance for the Construction Manager	Prof Management Stream: <b>Business Finance</b>
MMP	Human Resource Management for the Maintenance Manager	Human Resource Management	Prof Management Stream: <b>Human Resources</b>
MMP	MAP Certificate	Maintenance Planning and Scheduling	Core Course
Leadership Certificate for Industry	Leadership Fundamentals	Leadership Fundamentals	Prof Management Stream: <b>Leadership</b>

Upon completion of the Construction Administration for Industry Certificate Program, credit courses completed from the Business Administration Certificate/Diploma may be applied towards the Business Administration Certificate/Diploma, and may be transferred to business programs for the following Universities;

1. Athabasca University, Athabasca, AB
2. Concordia University, Edmonton, AB
3. MacEwan College, Edmonton, AB
4. University of Lethbridge, Lethbridge, AB
5. Okanagan College, Kelowna, BC
6. Royal Roads University, Victoria, BC

Fundamentals of Project Management I must be taken prior to enrolling in any core course or professional management stream. Fundamentals of Project Management II must be taken after all other course requirements have been completed. With the exception of Fundamentals of Project Management I & II, core courses and professional management streams may be taken in any order.

All courses within this program, with the exception of the credit Business Administration Certificate/Diploma are offered in classroom and online.

## CORE COURSES

Fundamentals of Construction Project Management I	22 hours
Fundamentals of Construction Project Management II	18 hours
Construction Planning and Scheduling	39 hours
Project Controls	39 hours
Construction law and Control System Requirements	39 hours
Fundamentals of Construction Specifications & Blue Print Reading	39 hours

## PROFESSIONAL MANAGEMENT STREAMS

**Business Communication**  
**Peak Performance through Peak Communication** (non credit) 14 hours

**Business Communications/ BUS 100**  
(3 credits, Business Administration Diploma/ Certificate Program) 20 hours

**Business Leadership**  
**Leadership Fundamentals** (non credit) 20 hours

**Organizational Behaviour/BUS 270**  
(3 credits, Business Administration Diploma/ Certificate Program) 64 hours

**Human Resource Management**  
**Behavioural Descriptive Interview Techniques** (non credit) 14 hours

**Human Resource Management**  
**BUS 271**  
(3 credits, Business Administration Diploma/Certificate Program) 64 hours

**Business Finance**  
**Finance for the Construction Manager** 30 hours

**Business Mathematics/BUS 110**  
*Prerequisite either Math 30/33 or background in Math*  
(3 credits, Business Administration Diploma/Certificate Program) 80 hours

Any students who have started, but did not complete the University of Alberta Construction Administration Certificate Program by 2010, will be able to apply their University of Alberta Construction Admin Certificate courses to the new Keyano College Construction Administration for Industry Certificate program.

For an individual consultation regarding your Construction Administration Certificate, please contact Nelda Schulte at 780-791-8942 or nelda.schulte@keyano.ca

## HOW TO REGISTER FOR A CREDIT COURSE

1. Complete and sign the Application for Admission form and Application Fee Receipt (available at the Office of the Registrar).
2. Complete a Self Registration form, indicating the course you wish to enrol in (available at the Office of the Registrar).
3. Provide payment information for the application fee and the tuition and associated fees.
4. Send these forms to Keyano College, Office of the Registrar at registrar@keyano.ca or 8115 Franklin Avenue, Fort McMurray, AB T9H 2H7 or fax (780)791-4952.
5. You will receive a letter confirming your registration.

**NOTE:** Students may take a maximum of four (4) non-program courses. For the fifth and any subsequent credit courses, the student will be required to apply and meet admission requirements to a specific program of study.

**For more information, please call the Office of the Registrar at (780)791-4801.**

### CORE COURSE OFFERINGS

#### Fundamentals of Construction Project Management I

This course is aimed at construction professionals who are new to project management and would benefit from an overall understanding of the life cycle of a project and the key activities and outputs that occur in the different phases of a construction project.

The aim is to provide a structured approach to the key phases of a project and the roles and responsibilities of project personnel with emphasis on the role and duties of the project manager. Focus is also aimed on developing skills in applying basic project management techniques. This course is highly participative, fun and interactive and learning will be applied to construction case studies.

Course code: CECONST500-01  
Sep 14 – Oct 26 T  
7:00 – 10:00 pm Room: BL140  
\$394.00 22 Hrs

Course code: CECONST500-02  
Nov 5 - 7 F-Su  
8:30 – 4:30 pm Room: BL142  
\$394.00 22 Hrs

Course code: CECONST500-X01  
Instructor: online *will be offered in 2011*

#### Construction Planning and Scheduling

Construction Planning and Scheduling introduces the student to the process of planning and scheduling methods that ensure the right resources and tools are used at the right time, to enhance construction processes and/or services. This training provides a solid understanding of planning and scheduling tools and their applications to enhance proactive planning and schedule.

Course code: CECONST501-01  
Oct 8 – 10 & F-Su  
Oct 22 - 24  
8:30 – 4:30 pm Room: BL144  
\$594.00 39 Hrs

Course code: CECONST501-X01  
Instructor: online *will be offered in 2011*

#### Project Controls

Project Controls is geared towards construction professionals who anticipate becoming part of a project controls team and coordinators who are required to manage a budget on larger projects. How costs are managed, profits are made and how changes or delays can impact the bottom line will be explored through understanding Work Breakdown Structure (WBS), finances' role in influencing overall costs, and utilizing manual and computer spreadsheet calculations.

Course code: CECONST502-01  
Sep 15 – Dec 8 W  
7:00 – 10:00 pm Room: BL 142  
\$594.00 39 Hrs

Course code: CECONST502-X01  
Instructor: online *will be offered in 2011*

### PROFESSIONAL MANAGEMENT STREAMS

#### BUSINESS COMMUNICATIONS

##### Peak Performance through Peak Communication

This seminar fine tunes your personal accountability and problem solving skills while increasing emotional intelligence in the workplace. By exploring personality surveys designed to help you understand personality and behavioural types, you will discover insights while creating better communication and rapport, in the areas of leadership, team effectiveness and management.

Course code: CETEAM507-01  
Oct 9 & 10 S & Su  
8:30 – 4:30 pm Room: BL142  
\$329.00 + GST 14 Hrs

#### BUSINESS LEADERSHIP

##### BUS 270E: Organizational Behaviour (3 credits)

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, turn-over and

job satisfaction among individuals in the organization.

Aug 31- Dec 14  
6:30 – 9:30 pm  
\$540.00

T  
Room: 228  
42 Hrs

## HUMAN RESOURCES MANAGEMENT

### BUS271E: Human Resources Management

(3 credits)

This complex and strategically important field of Human Resource Management (MRM) 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.

Sep 2 – Dec 9  
6:30 - 9:30 pm  
\$540.00

Th  
Room: S112  
42 Hrs

## BUSINESS FINANCE

### BUS 110E: Business Mathematics

(3 credits)

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.

Sep 13 – Dec 13  
7:00 – 10:00 pm  
\$540.00

M  
Room: S112  
42 Hrs

# Tired of the same old teambuilding events for your staff?!

## LEAVE THE CREATIVITY TO KEYANO COLLEGE!

Our teambuilding workshops boost morale and creativity in a non-intimidating way. We will work with you to create an event that meets your needs.

### Some of our corporate teambuilding events include:

#### • Iron Chef

Groups put on an apron, step out of the work environment and into the kitchen. The delicious food they create becomes the focus for working together on common goals, sharing responsibility and appreciating individual skills.

#### • Playing in the Mud

Facilitated by a visual artist, Art teambuilding brings people together to create a giant work of art or individual pieces. Creating artwork gives people the opportunity to get to know each other in a fun and social way. Artwork may be several individual pieces, a collaborative suite or one large single piece that gives your team something real to keep and be proud of.

#### • Rock the Stars

Choose one day themed musical programs such as "School of Rock" or "Corporate Idol", Battle of the Airbands or Lyric Writing. Teams form bands with help from "real" musicians, the activity culminates in a live concert where bands, dressed like rock stars unleash the star within.

#### • Whistle Where You Work

Create, improvise, and perform using music to draw out your team's creativity and cooperation. This workshop draws music created from many cultures and genres from Bach to contemporary rock and uses various percussion instruments and concludes with a performance of the team's new composition. Co-workers, family & friends can be invited to attend the grand finale.

All materials, planning and creative guidance are provided – tea/coffee and lunches can also be included if required.

For more information call 780-792-5718.

[www.keyano.ca](http://www.keyano.ca)

