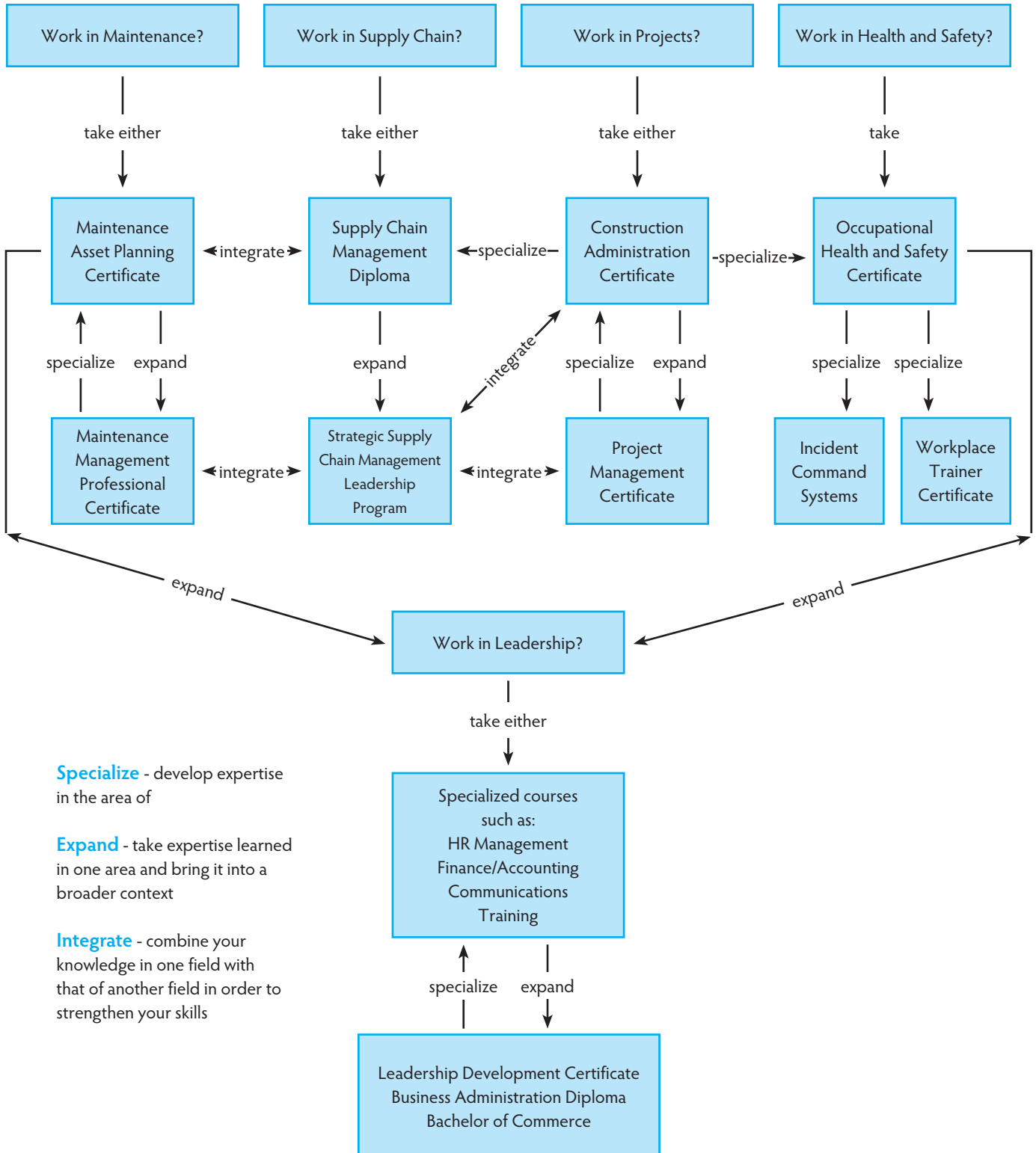


PROFESSIONAL DESIGNATIONS & CERTIFICATES CAREER TRAINING PATHS

- Identify the area that you work in or in which you would like to work
- Identify which path is right for you
- Register for your next step in career training



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: Business Finance
MMP	Human Resource Management for the Maintenance Manager	Human Resource Management	Prof Management Stream: Human Resources
MMP	MAP Certificate	Maintenance Planning and Scheduling	Core Course
Leadership Certificate for Industry	Leadership Fundamentals	Leadership Fundamentals	Prof Management Stream: Leadership

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



LEADERSHIP DEVELOPMENT CERTIFICATE

Customized Leadership Training designed to fit your supervisor's needs & schedules

Flexible

- Choose classroom or online delivery
- Choose the order & number of modules
- Choose dates and times that work for you

Targeted

- Choose specific training modules that suit your supervisor's & your company's needs

Do supervisors in your organization...

- Resolve conflict positively?
- Delegate effectively?
- Give employee feedback that improves performance?
- Know how to bring out the best in their team?
- Effectively lead teams through change?

From hiring, leading projects, resolving conflict, setting goals and standards, and providing effective feedback, the Leadership Development Certificate at Keyano College, helps leaders successfully address their own wide range of management challenges.

CERTIFICATE REQUIREMENTS

In order to receive the Leadership Development Certificate, you must complete all five of the following 4-hour courses within one year in either scheduled classroom training at Keyano College, online or a combination of in-person/online:

- Essential Skills of Leadership
- Essential Skills of Communicating
- Providing Performance Feedback
- Delegating
- Communicating Up

Successful completion is determined by your participation and attendance.

Fees – each 4 hour course is \$199.00 + GST per person, per course, for either classroom training at Keyano College or online. You can register for the course(s)

that meet your leadership needs in any order or register for the entire Leadership Development Certificate. Classroom training gives you interaction and networking from a skilled facilitator and your peers, while on-line training gives you the freedom to tailor your training needs to your busy schedule.

Additional Value - For no additional cost, as an on-line learner, you will have access to a virtual tutor to answer e-mail questions, suggest additional resources and assist you with your progress.

HOW TO REGISTER:

- Online training <http://www.seaconsultingonline.com/keyano.htm>
- **To schedule your customized training please call Nelda at 780-791-8942**

Strategies for Leading Others:

Essential Skills of Leadership – enables your team leaders to direct their team toward shared goals to achieve the organization's strategic objectives.

You will learn how to:

- Work with team members in ways that maintain and enhance self-esteem
- Base discussions on performance, behaviour & work habits rather than personality or attitude
- Involve team members in goal setting, problem solving and decision making

Course code: CELEAD 301-01
 Sep 28 T
 8:30 – 12:30 pm Room: BL144
 \$199.00 + GST 4 Hrs

Essential Skills of Communicating

– enables leaders to develop effective communication skills aimed at the needs and interests of the listeners.

You will learn how to:

- Construct clear, concise messages in the interest of the receiver
- See communication as a two-way process

- Manage non-verbal behaviours to reinforce the intent of the message
- Create a climate of open communication

Course code: CELEAD 302-01
 Oct 12 T
 8:30 – 12:30 pm Room: BL144
 \$199.00 + GST 4 Hrs

Personal Leadership Power:

Communicating Up – team leaders can alert their managers to problems or opportunities by taking the initiative to provide them with focused information to assist them with their decision making.

You will learn how to:

- Frame communication from the manager's perspective
- Enter meetings with clear objectives
- Work with objectives and focus on benefits
- Ensure decisions are mutually understood

Course code: CELEAD 309-01
 Oct 26 T
 8:30 – 12:30 pm Room: BL144
 \$199.00 + GST 4 Hrs

Improving Individual Performance

Providing Performance Feedback – establishes performance standards, solicits' team member's performance evaluations and establishes a summary evaluation that will be clear and credible to the individual.

You will learn how to:

- Base assessments on facts and behaviour
- Use positive performance feedback to encourage motivation
- Gain commitment to change through agreement

Course code: CELEAD 304-01
 Nov 16 T
 8:30 – 12:30 pm Room: BL144
 \$199.00 + GST 4 Hrs

COMING IN 2011!

NEW! Leadership in Action Foundations Certificate & Leadership in Action Certificate – Tier Two

Competencies include:

1. Leadership Safety
2. Spoken and written communication
3. Decision making
4. Proactive problem solving
5. Behaviour, morale & productivity
6. Coaching/mentoring

Join our Continuing Education classes or contact our Corporate Training office for customized courses for your organization. **Call: 780-791-8942**



Coaching Job Skills – trains leaders to analyze, demonstrate, coach and train job skills within a climate of trust and respect.
Now available online.

You will learn how to

- Involve the team member in the coaching process by asking questions and encouraging feedback
- Distinguish between coaching/ performance problems and issues requiring clearer instructions
- Increase accountability through reviews and repeated coaching sessions

Delegating – facilitates a successful result by ensuring individuals understand what is required.

You will learn how to:

- Develop skills and abilities by clearly communicating expectations while encouraging involvement
- Establish responsibility and authority by creating a framework for accountability and growth

Course code: CELEAD 303-01

Nov 30 T
8:30 – 12:30 pm Room: BL144
\$199.00 + GST 4 Hrs

Overcoming Performance Barriers:

Resolving Conflicts – shows leaders how to eliminate the issue and minimize the impact of the conflict while using effective communication to move towards resolution.

Now available online.

You will learn how to:

- Distinguish between personality clashes and work problems
- Recognize positive and negative impacts of conflict
- Establish a cooperative atmosphere to resolve conflicts
- Help team members understand each other's point of view and lead them towards agreement

Motivating Team Members - explores how motivation is different for each individual and helps leaders understand what can be done to create an improved work environment that will motivate members of their team.

Now available online.

You will learn how to:

- Develop a clear plan of action for creating a work environment to motivate performance
- Increase skill practice to build confidence and competence
- Self-Assess your motivational practices
- Evaluate and Diagnose your self assessment

COURSE OFFERINGS

(All course fees are \$199.00 plus GST)

Strategies for Leading Others

- Essential Skills of Leadership
- Essential Skills of Communicating
- Communicating Up

Improving Individual Performance

- Providing Performance Feedback
- Coaching Job Skills
- Delegating

Overcoming Performance Barriers

- Resolving Conflicts
- Motivating Team Members

MAINTENANCE ASSET PLANNING (MAP)

Welcome to the highly sought after Asset Planning Certificate designed and written with industry support from Suncor, Syncrude, and CNRL. This certificate program, approved by the Plant Engineering and Maintenance Association of Canada (PEMAC) is ideal for individuals who want to start or advance their career in the planning and scheduling field. This includes both experienced skilled trades people, as well as individuals who have strong logic and process skills. This program will give you the methods and the tools to maximize both resource productivity and craft utilization. While not required, it is recommended that modules be taken in order. A combination of in-class and online modules are now available for your convenience!

Module #1: Reliability & Task Selection

Learn how to apply the best facility strategies to proactively guide your Maintenance and Reliability Departments. Applying failure and value analysis will ensure you are performing the right maintenance for the right reasons.

Course Code: CEASSET101-01
 Oct 5-7 T-Th
 8:00 – 4:00 pm Room: BL140
 \$800.00 21 Hrs

Course Code: CEASSET101-X01
Online Delivery

Module #2: Work Planning & Resource Scheduling

Basic principles of planning and scheduling maintenance activities are addressed in this module. Managing a daily backlog and ensuring prioritized activities are enabled in the most economical way are focus areas of this workshop. Practical exercises allow participants to practice these skills in a team based environment.

Course Code: CEASSET102-01
 Nov 2-4 T-Th
 8:00 – 4:00 pm Room: BL140
 \$800.00 21 Hrs

Course Code: CEASSET102-X01
Online Delivery

Module #3: Job Plans

This two day module provides the theory and concepts for applying a practical approach to job plan building as well as providing guidelines for building risk based job plans.

Course Code: CEASSET103-01
 Nov 26 & 27 F & S
 8:00 – 4:00 pm Room: BL144
 \$550.00 14 Hrs

Course Code: CEASSET103-X01
Online Delivery

Module #4: Supply Chain

This module emphasizes how to optimize your inventory while ensuring the critical spares are available for production critical equipment. You will learn all the costs associated with a maintenance inventory and discuss various inventory management strategies.

Course Code: CEASSET104-01
To be offered Winter 2011, dates to be available in Winter/Spring calendar published December, 2010.

Course Code: CEASSET104-X01
Online Delivery

Module #5: Turn Around Planning & Scheduling

This module highlights project management and team communication concepts applied to identifying and controlling shutdown risks. Participants practice their skills in a team based exercise.

Course Code: CEASSET105-01
To be offered Winter 2011, dates to be available in Winter/Spring calendar published December, 2010.

Course Code: CEASSET105-X01
Online Delivery

Module #6: Computerized Maintenance Management Applications (CMMS)

This module emphasized the features and benefits of CMMS and developing an expertise in the application and support of a CMMS package from a maintenance risk based perspective.

Course Code: CEASSET107-01
 Sep 30 Th
 8:00 – 4:00 pm Room: BL142
 \$300.00 7 Hrs

Course Code: CEASSET107-X01
Online Delivery

Module #7: Trouble Shooting/RCA –Continuous Improvement

This module focuses on learning how to identify and isolate problems using a proven troubleshooting methodology. You will learn how to process factual information to quickly focus on the root cause when troubleshooting, a skill crucial to facility continuous improvement and eliminating sources of repeating problems.

Course Code: CEASSET106-01
 Oct 22 & 23 F & S
 8:00 – 4:00 pm Room: S110
 \$550.00 14 Hrs

Course Code: CEASSET106-X01
Online Delivery

NEW! Asynchronous (eLearning)

Complete your MAP training any time – anywhere all you need is a computer and internet access!

What is asynchronous online learning?

Online learning, or eLearning, is a form of distance education that is conducted through the Internet and supported by communications media, such as audio and video conferencing software, e-mail and other technologies that enable interactive discussions between classmates and between students and their instructors.

Online learning is an interactive experience that is comparable to campus based education.

When are the classes?

- all seven modules will be available online every semester - with the exception of September – December 2010 (modules 1 – 4 available only)
- new sessions starting monthly

Is online learning as good as campus based education?

There are differences between the two types of course delivery. Campus based delivery requires students to be physically present in a classroom, while online education does not. Traditional learning offers face-to-face interaction while online learning offers interaction using technology. However, research shows that both delivery methods are effective in providing first-class learning experiences.

As with all educational opportunities, the course content, design, instruction and support provided determine the quality of students' learning experiences.

The eCampusAlberta consortium ensures that all courses offered through member institutions meet the highest standards of online course delivery.

Advantages of online learning (eLearning)

Many students have taken advantage of the flexibility offered by online courses. These courses enable students to work on their education at a time and in a location that is convenient for them. You are able to pursue your certificate through a mix of campus-based and online courses, which will allow you to schedule learning around other commitments (family, jobs etc.). What's important to keep in mind is that success in both campus-based and online education requires learners to be self motivated and have good reading and comprehension skills.

How registration works

- Enter E-Campus Website: <http://ecampusalberta.ca>
- Search courses
- Choose Keyano College
- Choose course
- Enter "Register Now" button
- Fill out online form, credit card required, or if using another payment method - enter all 9's in credit card space and The Office of the Registrar will contact you for payment information



Front Cover: Tim Humphrey, Team Leader, Reliability & Improvements, Syncrude Canada

Tim Humphrey has called Fort McMurray home since 1967. In the early 1980s, Tim took online Power Engineering at Keyano College and was hired by Syncrude Canada. A few years later, he went through the Electrical Apprenticeship and Master Electrician Certificate Programs – all in Fort McMurray at Keyano College.

"Keyano College has been a large part of our family's life throughout the years. Besides my technical training I also took guitar lessons there, my kids have taken dance classes, my son is learning to play the drums, and my wife works there. We are grateful that, whether it's paytime or playtime, Keyano College has been here providing the programs we wanted or needed. It definitely has improved our quality of life!"

Back Cover: Tim Humphrey, cruising on a sunny day in his 1967 Camaro.

ON
OUR
COVERS:



Module 3: Human Resources Management for the Maintenance Manager

This module looks at how human resources practices relate to the maintenance environment. Topics covered include the role of human resources in maintenance management, meeting legal requirements, recruitment and selection, orientation training and employee development, proper application of performance appraisals, the union management interface, managing change through effective leadership, and managing safety in the workplace. Note: Textbook required for this module available for purchase through Keyano College Bookstore.

Course Code: CEMMP103-01
 Sep 27, 28 & Oct 18, 19 M & T
 8:30 - 4:30 pm Room: BL140
 \$995.00 30 Hrs

Course Code: CEMMP103-02
 Nov 18, 19 & Dec 9, 10 Th & F
 8:30 - 4:30 pm Room: BL140
 \$995.00 30 Hrs

Module 4: Accounting and Finance for the Maintenance Manager

This module will focus on the application of accounting and finance principles as it pertains to the maintenance management role. The module will give you an understanding in the foundation principles of accounting and cover the four main pillars of accounting knowledge the maintenance manager needs to support a successful maintenance department. These four main pillars are: Project Analysis, Budgeting/Forecasting, Cost Analysis for Managerial Decisions, and MRO Inventory.

Note: Textbook required for this module available for purchase through Keyano College Bookstore.

Course Code: CEMMP104-01
 Nov 1, 8, 15, 22 M
 8:30 - 4:30 pm Room: BL140
 \$995.00 30 Hrs

Module 5: Developing and Implementing Maintenance

This module focuses on maintenance efforts to ensure that physical assets safely, capably, reliably and repeatedly perform to their designed specifications. Focus is on techniques to develop maintenance tactics that will address how the assets are used, how they are likely to fail, the consequence of failure, and identifying maintenance tactics that are both feasible and worth doing. After developing tactics, the module will focus upon how tactics need to be implemented and their effectiveness tracked. Topics include failure mode and effect analysis and root cause failure analysis in addition to the RCM decision process.

Note: Textbook required for this module available for purchase through Keyano College Bookstore.

Course Code: CEMMP105-01
 Sep 28, 29 & Oct 19, 20 T & W
 8:30 - 4:30 pm Room: BL142
 \$995.00 30 Hrs

Module 6: Maintenance Planning and Scheduling *Revised*

Planning, scheduling and work coordination form the foundation to maintenance's ability to add value to the goods and/or services of their companies and customers. This module provides a study of the fundamental principles of the planning and scheduling process in addition to the basics of planning, scheduling and work coordination methods. Upon completion of this module, participants will have a sound understanding of how to effectively transition from reactive to proactive maintenance and physical asset management. Key learning elements include effective use of resources, aligning maintenance activities with production or service schedules, developing and documenting maintenance strategies and integrating proactive maintenance tactics.

Note: Textbook required for this module available for purchase through Keyano College Bookstore.

Course Code: CEMMP116-01
 Nov 19, 20 & Dec 3, 4 F & S
 8:30 - 4:30 pm Room: BL144
 \$995.00 30 Hrs

Module 7: Computerized Maintenance Management Systems *Revised*

Module 7 is a study of the features, benefits and the effective use of a CMMS or EAM computerized maintenance work management process. Topics include selection, implementation and optimization of a suitable computerized maintenance management system (CMMS) or Enterprise Asset Management system (EAM) in addition to ongoing support and upgrading of a CMMS/EAM based on changing requirements. Note: Textbook required for this module available for purchase through Keyano College Bookstore.

Course Code: CEMMP107-01
 Oct 21, 22 & Nov 17, 18 Th & F
 8:30 - 4:30 pm Room: BL140
 \$995.00 30 Hrs

ATTENTION Current & Past MMP Students:

The Fort McMurray PEMAC Chapter is proud to announce the MainTrain Fall 2010 Conference to be held in Fort McMurray on September 15-17, 2010.

This year's event is all about proving the ROI for maintenance and key drivers of maintenance performance.

The Fort McMurray PEMAC Chapter had an active hand in selecting and shaping the content for this year's event to ensure it meets the needs of local industry.

Visit <http://maintrain.ca> for full details.



www.keyano.ca

Module 8: Capstone Course

Through the application of the key learning elements from the previous 7 MMP modules students apply the principles, latest concepts and techniques to a final project. Working in small groups or teams, students will select a project that will audit, assess and improve their current maintenance departments or develop a new maintenance strategy in their company or resolve a significant maintenance issue within their departments.

There is also the option of developing a "Greenfield" maintenance strategy and program upon approval from the instructor. If the prerequisite of all previous modules have been completed, the assessment of the Capstone project is intended to qualify students for their MMP certification and designation. NOTE: This module consists of 7 hours in-class and approximately 23 hours independent work.

Prerequisite: Students must successfully complete MMP Modules 1-7 before taking this course.

Course Code: CEMMP108-01
Dec 6 M
8:30 - 4:30 pm Room: BL140
\$995.00 30 Hrs

ADDITIONAL SOFTWARE APPLICATION COURSES

See Pg 38 for course descriptions

MS Project 2007 Level 1

Course Code: CEMSPM011-01
Oct 6 & 7 W & Th
8:30 – 4:30 pm Room: BL 133
\$399.00 + GST 14 Hrs

MS Project 2007 – Level 2

Course Code: CEMSPM021-01
Dec 8 & 9 W & Th
8:30 – 4:30 pm Room: BL 133
\$399.00 + GST 14 Hrs

Primavera Course 102 - Project Management Scheduling & Control

Course Code: CEPRIMA001-01
Oct 19 – 21 T – Th
8:30 – 4:30 pm Room: BL 133
\$1,495.00 + GST 21 Hrs

Primavera Courses 106-P/106-R – Advanced Project Management in P6

Course Code: CEPRIMA002-01
Nov 23-25 T - Th
8:30 – 4:30 pm Room: BL 133
\$1,795.00 + GST 21 Hrs

ALBERTA APPRENTICESHIP BLUE SEAL PROGRAM

Your alberta journeyman certificate combined with business training will give you the edge when you move into management or starting your own business.

Take the needed 150 hours of business training to obtain your Blue Seal at Keyano College. Choose courses from

- Maintenance Management Certificate
- Business Administration
- Human Resources Management

For more information about Blue Seal go to :
<http://www.tradesecrets.gov.ab.ca>
or call 780-715-3903



CONSTRUCTION CRAFT LABOURER EMPLOYABILITY PROGRAM

As in an apprenticeship, CCLEP Trainees will register with Alberta Apprenticeship and Industry Training and receive a record book (or Blue Book) in which they formally record their progress.

Hours earned in the CCLEP designation can also be transferred to an apprenticeship.

For full details on this program call 780-715-3903.



www.keyano.ca



Keyano College provides the opportunity to complete the University of Alberta's Occupational Health & Safety Certificate Program in Fort McMurray. A complete outline of the certificate program and details on how to apply for admission to the University of Alberta's Faculty of Extension is available at www.extension.ualberta.ca/appliedsciences or call 780 715-3903 for details.

The need for health and safety programs in the workplace has never been greater. The demand for qualified, trained health and safety professionals continues to grow. Our program will give you the skills to develop, implement and evaluate occupational health and safety operations in a variety of workplace settings.

The OH&S Certificate Program consists of

- Five core courses of 39 hours each plus one core course of 21 hours
- Two elective courses of 39 hours each
- 35 hours of enrichment seminars (usually in the form of 1 or 2 day seminars)

All of the courses are recognized by the Board of Canadian Registered Safety Professionals (BCSRP). Recognition of professional designations is provided (including CSO, CHSC, MSO and QSR) by "block credit" of 21 hours of enrichment seminars. Students must contact the U of A and follow the procedure for Application for Exemption i.e.: proof of designation, completed exemption credit application and payment of \$75 to the University of Alberta

Required textbooks will cost approximately \$80.00 - \$150.00 per course. Not every course will require textbooks. The cost for the entire program is approximately \$5500.00. Register and pay for each course individually prior to the course start date.



PEMBINA PIPELINE CORPORATION OH&S Bursary

Awards are available to students of OH&S Certificate program in any year of study. Student must have completed at least 1 of the core courses from the OH&S certificate program to apply for the bursary. Preferences will be given to students exhibiting a financial need.
2 awards of \$500.00 each are available.

Contact us to apply at awards@keyano.ca or by phone at 780-791-4894. Applications must be received by the 3rd Friday in September.

Thank you, Pembina Pipeline Corporation, for making this award available to our students.

FALL 2010	
Core Courses (Six required)	Dates
Introduction to Health and Safety Systems	Tuesday : Sep 14 – Dec 14
Fundamentals of Occupational Hygiene	Wednesday : Sep 15 – Dec 15
Organizational Behavior	Monday : Aug 30 - Dec 17
Health and Safety Legislation and Policy	Thursday : Sep 16 – Oct 28
Management of Health and Safety Systems – <i>Compressed Format –pre-course reading and assignment</i>	Monday – Friday : Oct 18 - 22
Applied Occupational Hygiene <i>Compressed Format - pre-course reading and assignment</i>	Friday – Sunday : Oct 1 - 3 & Oct 15 - 17
Elective Courses (Two required)	
How to be an Effective Trainer	Monday - Thursday : Oct 4 -7
How to be an Effective Trainer	Friday, Saturday & Sunday : Sep 17-19 & Sep 25
Risk Management and Communications	Friday - Sunday : Oct 29 – 31 & Nov 5 - 7
Disability Management	Friday - Sunday : Dec 3 – 5 & Dec 10 - 12
Seminars Weekend Dates (35 hours required)	
Fire Safety	Saturday - Sunday : Oct 23 - 24
Managing Contractor Safety	Saturday- Sunday : Nov 20 - 21
Health and Safety Committees	Saturday : Nov 27

FALL CORE COURSES

Fundamentals of Occupational Hygiene

Occupational Hygiene is the science devoted to the recognition, evaluation and control of workplace hazards that may result in illness or injury. This introductory course is designed to provide a basic understanding of some of the key concepts in Occupational Hygiene, including routes of entry of contaminants into the body, classification of hazards, occupational exposure limits, and methods of controlling workplace exposures. In addition, the student will be introduced to methods of evaluation including the development of sampling strategies.

Textbooks (Available for purchase at Keyano Bookstore): Basics of Industrial Hygiene, Debra K Kims and OHS Acts, Regs and Codes.

Course Code: CEOHS103-01
 Sep 15 – Dec 15 W
 7:00 – 10:00 pm Room: BL140
 \$549.00 39 Hrs

Introduction to Health and Safety Systems

An introduction to the theory and practice of building and integrating health and safety systems in the workplace. Students will gain an appreciation for the legal, moral, and financial motivators of managing OH&S. This course is designed for beginning and practicing health and safety coordinators, professionals, officers, technicians, supervisors, trainers and administrators to gain knowledge of the fundamental OH&S principles used to manage workplace safety and health issues.

Textbooks (Available for purchase at Keyano Bookstore): Practical Loss Control Leadership, Frank E Bird Jr and OHS Acts, Regs and Codes

Course Code: CEOHS101-01
 Sep 14 – Dec 14 T
 7:00 – 10:00 pm Room: BL140
 \$549.00 39 Hrs

Health and Safety Legislation and Policy

As a health and safety practitioner your practice is governed by an array of Federal and Provincial legislation and policy. This course will guide you through the key elements of the regulatory environment governing workplace safety. Learn about your organization's obligations as well as begin to understand your personal responsibilities related to provincial occupational health and safety law, provincial worker's compensation law and federal law.

Textbook (Available for purchase at Keyano Bookstore): OHS Acts, Regs and Codes

Course Code: CEOHS106-01
 Sep 16 - Oct 28 Th
 7:00 – 10:00 pm Room: BL140
 \$549.00 21 Hrs

Organizational Behaviour

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, and turnover and job satisfaction among individuals in the organization.

Please note: This is a required course in the OH&S certificate, but it is offered through the Business Administration Department.

Please see "How to Register for a Credit Course" on page 18.

Course Code: BUS 270E
 Aug 30 – Dec 17 M
 7:00 – 10:00 pm Room: TBA
 \$563.00 51 Hrs

Applied Occupational Hygiene *Compressed Format*

Builds on concepts learned in Fundamentals of Hygiene Theory and provides students with a general overview of occupational hygiene sampling techniques through both lectures and hands on exercises. The course will include topics that will allow those responsible for occupational health and safety to perform basic occupational hygiene monitoring and to better understand proposals, results and recommendations from occupational hygiene consultants.

Basic personal protective equipment may be required for hands-on portion of class.
Prerequisite: Fundamentals of Occupational Hygiene

Textbooks (Available for purchase at Keyano Bookstore): Basics of Industrial Hygiene, Debra K Kims and OHS Acts, Regs and Codes.

Pre-course reading and assignment required, call 780 -715-3903 for details

Course Code: CEOHS104-01
 Oct 1-3 & Oct 15-17 F-Su
 F: 7:00 - 10:00 pm
 S & Su: 8:30 – 4:30 pm Room: BL140
 \$549.00 39 Hrs

Management of Health and Safety Systems

Compressed Format

Effectively developing, managing, and measuring the effectiveness of health and safety systems is a challenge for all health and safety professionals. This course will introduce students to the basic issues and provide tools to make the task easier. This course presents an overview of factors influencing the success of health and safety systems. These factors include understanding organizational "safety culture", understanding effective and efficient management principles, establishing priorities, measuring program success, presenting information effectively, analyzing financial impacts of programs. This course will provide a basic overview of management skills and principles and how they apply to the development of safety systems within an organization or company.

Prerequisite required: Introduction to Health and Safety Systems

Textbook: Techniques of Safety Management – A Systems Approach, Dan Petersen and OH&S Act, Regs and Codes
Pre-course reading and assignment required, call 780-715-3903 for details

Course Code: CEOHS102-01
Oct 18 – 22 M – F
9:00 – 4:30 pm Room: BL144
\$549.00 39 Hrs

ELECTIVE CORE COURSES

How to be an Effective Trainer

This course will teach you how to be a polished and effective trainer. Examine the design, delivery and evaluation of training programs. Master new learning skills and demonstrate them through presentations and exercises. Topics include learning theory and application; teaching techniques; structuring the learning environment and creative learning materials.

Pre-course reading and assignment required, call 780-715-3903 for details

Course Code: CEOHS303-01
Oct 4 – 7 M-Th
9:00 – 4:30 pm Room: BL142
\$549.00 28 Hrs

New Delivery Format!

Course Code: CEOHS303-02
Sep 17 – 19 & 25 F – Su
F: 7:00 – 10:00 pm
S & Su: 9:00 – 4:30 pm Room: BL142
\$549.00 28 Hrs

Fundamentals of Risk Management and Communications

Effective Risk Management, including the ability to communicate risk with the community, is necessary for success in today's business world. Today risk management and communication are often a regulated activity. Learn what is required to implement an effective risk management system; including the tools, people and systems for identification of hazards, evaluating the associated risks, and if acceptable what needs to be done to manage those risks effectively. Human factor issues have been at the root of ~80% of incidents; therefore the course will also focus on these "human factor" issues.

Course Code: CEOHS305-01
Oct 29 -31 and Nov 5 – 7 F - Su
F: 7:00- 10:00 pm Room: BL140/142
S & Su: 8:30 – 4:30 pm
\$549.00 39 Hrs

Fundamentals of Disability Management

The need to control costs arising from occupational injury or disease has taken a greater priority in today's financial reality. Human rights issues, individual rights, employer responsibilities and other contemporary issues further complicate these concerns. This course is designed to help students understand the relationship of these complex issues and develop a basic strategy for managing disability claims.

Course Code: CEOHS308-01
Dec 3 – 5 & Dec 10 – 12 F - Su
F: 7:00- 10:00 pm Room: BL144/140
S & Su: 8:30 – 4:30 pm
\$549.00 39 Hrs

SEMINARS

Fire Safety

This course focuses on Fire and Life Safety in the workplace. The objectives of this course are to develop an understanding of and the ability to apply concepts, principles, and practices involved in the evaluation, control, prevention, reduction and elimination of fire hazards and to help the practicing occupational health and safety professionals or those who aspire for a career in health and safety in the workplace develop the minimum requirements necessary to establish a reasonable level of fire safety and property protection from the hazards created by fire.

Course Code: CEOHS207-01
Oct 23 - 24 S-Su
8:30 – 4:30 pm Room: BL140
\$439.00 14 Hrs

Health and Safety Committees

Learn what it takes to make a committee thrive or stagnate in this seminar designed to help you organize and/or run a health and safety committee that exemplifies effective worksite communication. Topics include roles, representation, parliamentary procedures, agendas, barriers and more.

Course Code: CEOHS206-01
Nov 27 S
8:30 - 4:30pm Room: BL142
\$329.00 7 Hrs

Managing Contractor Safety

If you hire contractors, sub-contractors, project managers, engineers or consultants, you should know what responsibilities each party holds under the legislation. This seminar navigates the legislative jungle, clarifies the legal roles and provides practical guidelines for monitoring and managing those responsibilities. Topics include the OHS Act, regulations, programs, enforcement, communications, political climate, audits and more. Supervisory experience is desirable. Textbook: OHS Acts, Regs and Codes

Course Code: CEOHS202-01
Nov 20 - 21 S – Sn
8:30 – 4:30 pm Room: BL140
\$439.00 14 Hrs

GENERAL INTEREST SAFETY COURSES

NEW! CRSP Prep Study Group

Canadian Registered Safety Professional (CRSP) designation is awarded by the Board of Canadian Registered Safety Professionals. Information on the designation and the registration process is available from BCRSP at 1-888-279-2777 or by visiting their web site at www.bcrsp.ca. The designation is awarded to professionals who have met academic, experience and professional examination requirements.

The CRSP Exam Prep course is for those people contemplating taking the examination portion of the registration process. Focusing on the texts, study guides and examination competencies, this course gives the participant the tools and instruction to successfully complete the study and examination process. Each class will focus on one or two of the 11 domains covered in the exam. Tuition includes CRSP Examination Preparation Manual.

Course Code: CECRSP100-01

Oct 18 – Dec 8

7:00 – 10:00 pm

\$750.00 + GST

M

Room: BL140

24 Hrs



Keyano College, in partnership with The Purchasing Management Association of Canada (PMAC), is now offering the new Diploma in Supply Management. This program provides the foundation for junior to mid-level practitioners to support the management of increasingly complex upstream and downstream components of extended supply chains.

Program Requirements

In order to earn the Diploma in Supply Management, you must successfully complete the following:

- **4 Technical Courses**
Procurement, Logistics, Transportation, & Operations Management
- **3 Soft Skills Seminars**
Business Communications, Negotiations & Contract Law
- **3 Business Management Seminars**
Accounting & Finance, Marketing, & Business Planning

NEW! DIPLOMA IN SUPPLY MANAGEMENT

Admission Requirements

- No education or experience prerequisites.
- PMAC Membership not mandatory.
- Exemptions may be granted if relevant college/university courses have been completed.
- Select the courses or seminars that best meet your needs; can be taken in any order.
- Participants who wish to complete all courses and seminars to achieve the Diploma in Supply Management must register with Alberta Institute PMAC prior to completing their first course or seminar.

Textbooks must be purchased from Keyano College Bookstore prior to course or seminar. PMAC student workbook is included in tuition. Please note: Seminar materials must be picked up in advance due to the amount of reading required.

FALL 2010 COURSES & SEMINARS

Introduction to Transportation

Course Code: CESUPPLY102-01

Sept 22 – Dec 15

7:00 -10:00 pm

\$795.00 + GST

W

Room: BL 144

Introduction to Negotiations

Course Code: CESUPPLY202-01

Oct 23 & 24

8:30 am – 4:30 pm

\$695.00 + GST

S & Su

Room: BL 144

14 hrs

Introduction to Business Planning

Course Code: CESUPPLY203-01

Nov 13 & 14

8:30 am – 4:30 pm

\$695.00 + GST

S & Su

Room: BL 144

14 hrs

For more details and to register for the Diploma, please contact Alberta Institute PMAC at 1-877-610-4089.

For course descriptions, please see www.keyano.ca or call 780-715-3903

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.

PROJECT MANAGEMENT CERTIFICATE



MACEWAN

Does your occupation involve leading a team in designing, developing, and implementing projects?

Keyano College, in partnership with the MacEwan School of Business Continuing Education, is pleased to offer a new Project Management Certificate in Fort McMurray. The certificate has been customized to meet the needs of project managers in the oil sands industry.

Grant MacEwan University is a registered education provider with the Project Management Institute (PMI), all of our instructors are PMP certified and the courses are aligned with the PMI PMBOK. The Project Management Certificate will introduce technical or non-technical individuals as well as new project managers to the principles and techniques of effective project management. The certificate culminates in a one day "Project Closeout" seminar where you will be given the opportunity to review the skills you have acquired and lessons learned a project from your workplace.

The Project Management Certificate is comprised of seven modules. While not mandatory, it is strongly recommended that the modules be taken and completed in the order

in which they are listed. The certificate will be awarded after completion of the final project. All courses earn PMI Professional Development Units (PDUs). The certificate can be completed in one 4-month term. The cost of the complete certificate is \$4430.00. A *Guide to the Project Management Book of Knowledge (PMBOK)* 4th edition is included in the fee.

COURSES

The Basics of Project Management (3 day)

This comprehensive introductory course provides participants with an excellent level of understanding of the five Project Management Processes (Initiating, Planning, Executing, Controlling and Closing) that will enhance overall performance and success rate of any project in any type of organization or industry. It will integrate processes, tools and templates in a manner that can be readily applied in the work place.

Please note: Completion of this course is a prerequisite for the project management certificate. This course requirement may be waived with permission of the program coordinator. Please call 780 715-3903 for more information.

Course Code: CEPM101-01
 Sep 23-25 Th-S
 8:30 - 5:00 pm Room: BL140
 \$750.00 23 Hrs

Quality and Scope Management (2 day)

Scope definition and control is critical to project success. This course will develop skills in determining what is in and out of scope. You will also learn effective ways of setting and measuring customer satisfaction objectives.

Course Code: CEPM102-01
 Oct 15-16 F-S
 8:30 - 4:30 pm Room: BL142
 \$595.00 14 Hrs

Time and Cost Management (3 day)

This course will provide many processes and tools for estimating resource requirements and allocating tasks to the people on your project. Techniques learned include how to use GANTT charts, program evaluation review technique (PERT), Project network diagrams and Critical Path. This course will also provide you with the skills and tools to estimate and track the costs of your project including Earned value methodology to measure and report the combined impact of cost and schedule variances.

Course Code: CEPM103-01
 Oct 28-30 Th-S
 8:30 - 4:30 pm Room: BL144
 \$750.00 21 Hrs

Communications and Human Resource Management (3 day)

Effective communication is the most important factor in achieving project success. This course will assist you in enhancing your communication and leadership skills, managing conflicts and helping your team to cope with change and the stress associated with project management.

Course Code: CEPM104-01
 Nov 4-6 Th-S
 8:30 - 4:30 pm Room: BL144
 \$750.00 21 Hrs

Courses	Fall 2010	Winter 2011	Spring 2011
The Basics of Project Management	Sept 23-25	Jan 27-29	Apr 14-16
Quality and Scope Management	Oct 15-16	Feb 11-12	Apr 29-30
Time and Cost Management	Oct 28-30	Mar 3-5	May 12-14
Communications and Human Resource Management	Nov 4-6	Mar 17 -19	May 26-28
Procurement Management	Nov 19-20	April 1-2	June 9-10
Risk Management	Dec 3-4	Apr 15-16	June 23-24
Project Close	Dec 10	Apr 29	June 30
Optional Project Management Software Application Courses			
MS Project Phase 1	Oct 6 & 7		
MS Project Phase 2	Dec 8 & 9		
Primavera Introduction	Oct 19 - 21		
Primavera Advanced	Nov 23 - 25		

Procurement Management (2 day)

Have you ever had difficulty negotiating contracts or defining the activities required by the vendor on your project? This course will provide you with information on how to solicit, negotiate, administer and monitor contracts and associated changes. You will also learn how to develop a Statement of Work, RFP and contract.

Course Code: CEPM105-01
Nov 19-20 F-S
8:30 - 4:30 pm Room: BL142
\$595.00 14 Hrs

Risk Management Strategies (2 day)

You will become familiar with the types of risks and effective ways to determine the probability and impact of the risks that could haunt your project. You will also learn how to plan for and respond to these risks. Topics include: types of risks, risk management, risk response control and value based risks.

Course Code: CEPM106-01
Dec 3-4 F-S
8:30 - 4:30 pm Room: BL142
\$595.00 14 Hrs

Project Close Out (1 day)

Students will review the major teaching points from the previous Project Management classes to help enable them to apply the principles, concepts and techniques to a real project in the students' work. Students will discuss lessons learned on projects in their workplace.

Course Code: CEPM107-01
Dec 10 F
8:30-4:30 pm Room: BL142
\$395.00 7 Hrs

ADDITIONAL SOFTWARE APPLICATION COURSES

See Pg 38 for course descriptions

MS Project 2007 Level 1

Course Code: CEMSPM011-01
Oct 6 & 7 W & Th
8:30 - 4:30 pm Room: BL 133
\$399.00 + GST 14 Hrs

MS Project 2007 - Level 2

Course Code: CEMSPM021-01
Dec 8 & 9 W & Th
8:30 - 4:30 pm Room: BL 133
\$399.00 + GST 14 Hrs

Primavera Course 102 - Project Management Scheduling & Control

Course Code: CEPRIMA001-01
Oct 19 - 21 T - Th
8:30 - 4:30 pm Room: BL 133
\$1,495.00 + GST 21 Hrs

Primavera Courses 106-P/106-R - Advanced Project Management in P6

Course Code: CEPRIMA002-01
Nov 23-25 T - Th
8:30 - 4:30 pm Room: BL 133
\$1,795.00 + GST 21 Hrs

PROJECT MANAGEMENT COURSES

The Basics of Project Management (3 day)

This comprehensive introductory course provides participants with an excellent level of understanding of the five Project Management Processes (Initiating, Planning, Executing, Controlling and Closing) that will enhance overall performance and success rate of any project in any type of organization or industry. It will integrate processes, tools and templates in a manner that can be readily applied in the work place.

Course Code: CEPM101-01
Sep 23-25 Th-S
8:30 - 5:00 pm Room: BL140
\$750.00 23 Hrs

PMP Prep (6 day)

PMP certification attests to your mastery of and commitment to project management best practices, and to your ability to bring globally-recognized, standardized project management knowledge to the work you do.

This 42-hour training course is designed to help you pass the PMP exam by coaching you on what to expect, teaching you the format and structure of the exam, and providing tips and study methods to help you prepare. It provides an overview of all the domains tested on the PMP certification exam and prepares you for questions on professional responsibility. **Textbook:** PMP Study Guide by Kim Heldman included.

The course curriculum covers:

- format and structure of the exam
- tips and study methods
- overview of all the domains tested
- preparation for questions on professional responsibility

NOTE: Fee does not include PMI membership, exam fee, or application fee.

Course Code: CEPM500-01
Oct 21-23 & Oct 28-30 Th-S
8:30 - 5:00 pm Room: BL142
\$1,495.00 + GST 42 Hrs



SAVE THE DATE!

We look forward to seeing you at the **Gala Odyssey 2010**, presented by Keyano College Foundation on Saturday, November 6.

Visit keyano.ca/gala for more information.

KEYANO COLLEGE
THE ESSENTIAL ELEMENT
www.keyano.ca



Get certified! "Whether you are new to payroll or a seasoned practitioner, a professional certification is your professional advantage."

The CPA's Certification Programs offer individuals interested in beginning a career in payroll or enhancing their current payroll knowledge the professional certifications that can help them succeed in today's competitive business environment.

The Payroll Compliance Practitioner (PCP) certification is the foundation of your career in payroll. The PCP certification will provide you with the compliance knowledge required to process an organization's annual payroll cycle; effectively communicate payroll information to all stakeholders; and understand the accounting function as it relates to payroll.

Requirements:

To enroll in the following courses, you must ensure that both the Keyano College tuition fee and the CPA course materials and exam fee have been paid in full. Please see the following chart for the breakdown of fees:

Fee Amount	Type	Membership Status	
\$415.00	Tuition		Keyano College
\$300.00 + GST	Course Materials & Exams	Current CPA Member	Canadian Payroll Assoc.
\$465.00 + GST	Course Materials & Exams	New CPA Member	Canadian Payroll Assoc.

Please register with Keyano College first to ensure there is space available for you and then visit www.payroll.ca to register online for the course with CPA or to obtain a copy of the PCP registration form. Course materials are provided the first night of class to those who have paid the CPA fee. Please ensure your fees are processed by CPA at least one week prior to the course start date.

Earning Your Certification

To achieve the PCP certification, you must complete the CPA's Payroll Compliance Legislation and Payroll Fundamentals 1 & 2 courses, and the compulsory Introduction to Accounting course. Professional certification is awarded after completion of all 4 courses.

Payroll Fundamentals 1

Gain an understanding of how to apply payroll legislation and calculate individual pay, from remuneration through deductions to net pay. Acquire the content and skills to communicate all aspects of the individual pay calculation process to external and internal stakeholders and be able to complete Records of Employment accurately.

Prerequisite: Payroll Compliance Legislation

Course Code: CEPCP200
 Sep 22 – Dec 15 W
 7:00 - 10:00 pm BL 141
 \$415.00 + CPA fee as shown above

Payroll Fundamentals 2

This course is the fourth requirement in the CPA's Certification Program. Upon completion Payroll Fundamentals 2, you will be able to

- Calculate organizational remittances to federal, provincial and third party stakeholders.
- Prepare accounting documentation for payroll.
- Complete year end documentation.
- Communicate all aspects of organizational remittances, accounting and year end requirements to internal, external and government stakeholders.

Prerequisite: Payroll Fundamentals 1, and Introduction to Accounting

Course Code: CEPCP300
 Sep 21 – Dec 14 T
 7:00 – 10:00 pm BL 141
 \$415.00 + CPA fee as shown above

ROOM LOCATIONS

- BL:** Bob Lamb Building
- C:** Conservatory/VPA
- CC:** Clearwater Campus
- S:** Syncrude Technology
- SEIC:** Heavy Industrial Campus
- SSWC:** Syncrude Sport & Wellness Centre
- No Letter:** Keyano Main Building (Clearwater Campus)



OIL SANDS TRADE SHOW & CONFERENCE

WE'RE HOME! Oil Sands Trade Show & Conference moves back to Fort McMurray at the Suncor Community Leisure Centre at MacDonald Island to be held on September 14 & 15, 2010.

Conference theme: Achieving Productivity Targets Across the Business

Conference focus: Opportunities & Challenges in the Athabasca in-situ and Mining Operations

Keynote Speaker: John Rhind, Chief Operating Officer, Shell Albian Sands

For full Conference & Seminar details, go to
<http://www.oilsandstradeshows.com/conference/>



www.keyano.ca

WORKPLACE TRAINER CERTIFICATE

NOW CSTD APPROVED



Discover How Adults Learn

Keyano College is happy to introduce a new series of courses designed for the workplace trainer/mentor. Choose one to meet your specific need or take all 6 courses to earn the certificate.

The Canadian Society of Training and Development (CSTD), Canada's leading association of workplace learning professionals, sets the standards for training and development in Canada. The Keyano Workplace Trainer Certificate is now a recognized CSTD program of study. The certificate addresses the competency categories for the training and development industry outlined in CSTD's Training Competency Architecture (TCA). Students enrolled in this program are eligible for student membership in CSTD, and graduates are given a credit of one year towards the work experience requirement of the Certified Training and Development Professional (CDTP) designation or Certified Training Practitioner.

How to be an Effective Trainer

If you are new to workplace training or want to hone your training skills, this workshop is for you. You will learn the foundations of effective facilitation, develop an understanding of the adult learner and the instructional process, gain a variety of classroom management techniques and have many opportunities to practice your new skills. This is the foundation course in the Workplace trainer Certificate. Be prepared for an active and engaging experience!

Pre-course reading and assignment required, call 780-715-3903 for details

Course Code: CEOHS303-01
Oct 4 – 7 M - Th
9:00 – 4:30 pm Room: BL142
\$549.00 28 Hrs
New Delivery Format

Course Code: CEOHS303-02
Sept 17 – 19 & Sept 25 F – Su
F: 7:00 – 10:00 pm Room: BL142
S & Su: 9:00 – 4:30 pm
\$549.00 28 Hrs

Training Needs Assessment

Whether you are a manager, a trainer or a human resources professional, you want to make sure that the training you set up for employees helps your organization and the people in it succeed. You want a return on investment, and you want training to be seen as relevant and valuable by the people that attend. The main tool for ensuring that these goals are met is the training needs assessment, or analysis. This one day class will provide you with the tools to ensure your training is meeting your needs. This class is ideal for anyone who is involved in designing, contracting for, and delivering training and wants to ensure that the training will have a positive result.

Course Code: CETRAIN100-01
Oct 16 S
8:30 - 4:30 pm Room: BL104
\$299.00 7 Hrs

Program Design

Training is a complex activity and must be carefully planned. Too often when technical experts are hired to conduct a workshop or a training session little thought is given to careful planning and design of the instruction. Design and preparation of a training course usually consumes more time than delivery of the material. This workshop reviews steps for effective planning and delivery of a training course.

Course Code: CETRAIN200-01
 Oct 29 - 31 F - Su
 8:30 - 4:30 pm Room: BL232
 \$539.00 21 Hrs

On the Job Training (OTJ) & Coaching Skills

Many organizations can no longer afford the luxury of offering lengthy training programs to frontline employees. There is an increasing need for "just in time training" to cover maximum content within limited time frames. On-the-Job Training & Coaching Skills will equip technical trainers with the skills they need to provide small group or one-on-one instruction. After completing this one day, hands-on workshop, participants will be able to:

- Reduce preparation time by using a step-by-step approach
- Analyze and break down complex tasks so that they are easy to understand
- Make learning mundane or repetitive tasks fun and interesting through the use of accelerated learning principles
- Capture and maintain trainee interest and involvement throughout the session
- Transform job-aids from dull to dazzling
- Design and execute a flawless follow up plan

Course Code: CETRAIN300-01
 Nov 6 S
 8:30 - 4:30 pm Room: S112
 \$299.00 7 Hrs

Understanding Generational Differences and Cultural Diversity in the Classroom

Dealing with cultural diversity and cross generational differences in the classroom means understanding and relating effectively with people who are different from you. In the morning, you will discover sensitive and practical strategies for working with culturally diverse adult learners to create safe and respectful learning environments. In the afternoon, you will come to understand how each generation has a set of defining events — social, political, cultural — associated with their lives. This defines the way they see the world. You will explore these generational differences and the implications they hold for teaching and learning.

Course Code: CETRAIN400-01
 Nov 26 F
 8:30 - 4:30 pm Room: BL142
 \$299.00 7 Hrs

NEW! Program Evaluation

Examine a variety of techniques for ongoing assessment of learning in relation to your instructional effectiveness. Review assessment techniques that can be designed and implemented to improve the quality of the learning experience. Please note this class replaces "Tools of Training" in the Workplace Trainer Certificate. If you have already completed Tools of Training, you will receive credit for it towards your certificate.

Course Code: CETRAIN600-01
 Dec 10 - 11 F & S
 8:30 - 4:30 pm Room: BL144
 \$369.00 14 Hrs





Canadian
Society of Training and
Development (CSTD)
FORT MCMURRAY
CHAPTER

Workplace Trainer Bursary
 Award is available to all students in
 the Workplace Trainer Certificate program.
 One award of \$300.00 is available.

Apply at awards@keyano.ca or by phone at 780-791-4894.
 Applications must be received by the 3rd Friday in September.

THANK YOU, CSTD, FOR MAKING THIS AWARD AVAILABLE TO OUR STUDENTS.

INT 101 COMPLETE TRAINING PROGRAM



NEW PROGRAMS AND PRICING FOR FALL 2010!

Keyano College is pleased to host the Institute of Nail Technology. This course will introduce you to the most current nail technology and products available anywhere. You will be trained with INT Acrylic Enhancement System and INT

Advanced Gel System. INT realizes that one system alone, whether it is Gel or Acrylic, will not accommodate an entire clientele. This is why you will learn two completely different systems that are both proven effective in servicing your clientele.

In this program you will experience Nail Fills, Maintenance, Repairs & Troubleshooting. From nail anatomy and product application to finishing touches, you will learn it all.

This is a certificate of completion in our INT 101 Complete Training Program. This introduction gives you a complete knowledge of artificial nails, preparing you for work in a salon. Although this course is very comprehensive, there are advanced courses available once you are certified.

Please contact INT toll free at 1-800-528-1491 for details.

INTRODUCTION TO A CAREER IN REAL ESTATE



Introduction to a Career in Real Estate

The Introduction to a Career in Real Estate course is Phase 1 of the Real Estate Associates Program (REAP). Anyone wanting to pursue a career in real estate must complete Phase 1 and pass the course exam first. There is no prerequisite to take Phase 1 but proof of a high school diploma is a prerequisite for REAP Phase 2.

The Introduction to a Career in Real Estate is divided into two parts. The first part is self-study and discusses the role the real estate industry plays in the economy, the breadth of the industry and its various sectors, occupations within real estate and industry organizations. The second part of the course addresses what it is like to work as a real estate associate. There is information on personal considerations, financial facts and day-to-day responsibilities of working in the industry. The structure of licensing, representation relationships and skills required by an associate are covered.

For more information on the Introduction to a Career in Real Estate and REAP, visit the Alberta Real Estate Association website at www.areahub.ca

Course code: CEREALT001-01
Oct 16 S
9:00 – 3:30 pm Room: S212
\$125.00 (fee includes textbook + GST)

Course code: CEREALT001-02
Nov 13 S
9:00 – 3:30 pm Room: BL140
\$125.00 (fee includes textbook + GST)

ALBERTA MASSAGE TRAINING

Alberta Massage Training was founded in Grande Prairie in 2001 and has been offering two programs at Keyano since 2002. Campuses are also located in Edmonton, Lloydminster, and Calgary. Our graduates are well skilled to work anywhere in the country. We take pride in teaching our students how to be successful in the workplace.

With cutbacks to the healthcare system, many employers now provide insurance that includes massage therapy; thus creating a demand for massage therapy like never before.

It is recommended that anyone considering a long term, full time career in massage therapy complete both the Swedish Relaxation Massage Certificate Program and the Massage Therapy Diploma Program.

You can be assured that the staff at Alberta Massage Training is experienced, competent and caring. They are dedicated professionals, willing to share their skills and wisdom; they reach out to students in a variety of ways to ensure student success.

Flexible Learning

Flexible learning may be the right choice for you at Alberta Massage Training if:

- You would like a career in massage therapy, but a full time on-campus schedule is not right for you due to other commitments
- You are currently employed, a student or have an otherwise busy lifestyle
- You have a family that demands your time and energy, leaving you with enough time to study at home.

Our flexible learning approach combines distance learning with regular in-class tutorials. You will work through directed readings and specific content on your own and receive credit for those hours spent away from class. Email, fax and telephone access are always available to reach our instructors. Written testing and hands on skills will dominate the in-class section of the course. This way the students will know how they are progressing, and to identify areas where the class or an individual student needs more guidance.

Graduating students will be tracked to assess their employment success and how well the course prepared them for their professional responsibilities. We analyze all comments seriously to review and revise the course as needed.

Swedish Relaxation Program

30 weeks part-time in class and part-time home study, eight 2-day weekends in class.

Classes Begin: September and January

This Certificate program provides the Graduate with the knowledge of the most common form of massage in North America. Graduation from this program will be eligible to become a registered member of the Natural Health Practitioners of Canada which has the largest number of Massage Therapist members in Alberta. Employment opportunities exist in gymnasiums, health spas, on cruise ships, at holiday resorts; however, most practitioners are in private practice.

Prerequisite: Student must meet one of the following criteria: Alberta High School Diploma or equivalent or Applicant may apply as a mature student.

2010 Fees:

Tuition	\$ 6550.00
Supplies/Books	\$ 475.00
Massage Table Allowance	\$ 375.00
Total Costs	\$ 7400.00

Massage Therapy Diploma

44 weeks part-time in class and part-time home study, eleven 2-day weekends in class.

Classes Begin: September, only.

This program will be offered starting Sept 2010 using the same format of study as the Swedish Relaxation Massage program. The Massage Therapy Program provides the student with an opportunity to learn deep tissue massage, fascia release, stretching, orthopedic assessment and treatment of pathologies of the entire musculoskeletal system. To be able to treat such things as whiplash, headaches, low back pain and many other conditions normally treated by highly qualified Massage Therapists. They also learn how to work closely with other healthcare professionals such as Medical Doctors, Chiropractors, and Physiotherapists. These skills allow the graduate to be a professional in the mainstream healthcare system. Graduates will have the opportunity to assess and treat all conditions generally requiring therapeutic massage and to advise clients in after care and/or referral to other health care professionals. Graduates of this program will have a total of 2200 hours of education that is the standard across the country.

Prerequisite: Swedish Relaxation Massage or program considered equivalent

2010 Fees:

Tuition	\$ 6550.00
Supplies/Books	\$ 475.00
Total Costs	\$ 7025.00

Becoming a Student at Alberta Massage Training

- 1) Complete an application, either from our Website www.albertamassagetraining.com or request one be mailed or faxed to you.
- 2) Send in the completed application to the address on the application, (this in no way obligates to pay any fees or to enroll in the school).
- 3) The school will be in contact with you to answer any questions you may have, to interview you, and if mutually agreeable to invite you to enroll.
- 4) The school will enter into a contract of tuition with you that requires you to pay a registration fee of \$150.00. This holds your seat in the class.
- 5) The school will mail you the textbooks and material C.O.D. or you may pay by credit card. There will be a reading assignment included in the package for you to complete before you attend the first classroom session.
- 6) On or before the beginning of the program, you will pay the tuition in full less the \$150.00 registration fee, or you may pay 60% of the tuition plus \$250.00 carrying charge with 40% payable at the midpoint of the program.

To register, contact:

Alberta Massage Training
#202, 9914-109 Avenue
Grande Prairie, AB T8V 1R6
Phone: (780) 743-1467
Toll Free: 1-877-768-8400
Fax: (780) 513-1362

www.albertamassagetraining.com

Email:

studentadvisor@albertamassagetraining.com

UNIVERSITY OF ALBERTA SCHOOL of BUSINESS



Welcome to the Business Professionals embarking on their 3-Year Alberta MBA in Natural Resources, Energy and Environment. As host for this program, Keyano College looks forward to working with you through your 2010-2013 program.

For more information on this program, go to www.MBA.NET or call 780-492-3946.

Hosted by:  **KEYANO COLLEGE**
THE ESSENTIAL ELEMENT



ESSENTIAL SKILLS FOR SUPERVISORS CERTIFICATE PROGRAM



Relevant, Flexible, Practical & Comprehensive

Developed in response to industry demand, the Essential Skills for Supervisors Certificate Program provides the skills for supervisors to succeed in getting the most out of their #1 resource – their employees. You can register for the course(s) that meet your particular training needs in any order or register for the whole program. You will network with others in an environment that models the techniques being taught. Realistic case scenarios will bring out your own strengths and capabilities. Feedback from your peers will provide the opportunity for personal leadership development.

All nine modules link together to provide you with a solid leadership foundation.

In order to receive the Essential Skills for Supervisors Certificate you must complete all 9 courses within 5 years. Successful completion is determined by your participation and attendance.

Location: Keyano College

Time: 8:30 am – 3:30 pm

Fees Per Person Per Course: \$375 for the first person registered from your organization, \$325 for every other person (Savings of \$50/person when you send more than 1).

To Register Contact:

Northern Lakes College
– WorkForce Development
1201 Main St. SE, Slave Lake, AB T0G 2A3
Toll-free: 1-866-652-3456
OR (780) 849-8623
Fax: (780) 849-8704
Email: wfdev@northernlakescollege.ca

THE COURSES:

For complete descriptions on each course go to our website at:
http://www.northernlakescollege.ca/programs_details.aspx?id=4156
OR email our office at wfdev@northernlakescollege.ca

Managing Time – Scheduling People, Paper & Priorities

Dates: Sep 21-22

Leadership – Giving Employees What They Need to Succeed

Dates: Oct 25-26

Effective Supervision – Directing, Coaching & Facilitating Employees

Dates: Nov 4-5

Communication – Getting the Message Across

Dates: Dec 6-7

Performance Management – Optimizing Results

Dates: Sep 28-29

Intervention – Managing Employees with Personal Problems

Dates: Oct 27-28

Resolving Conflict – Reaching Agreement at Work

Dates: Nov 18-19

Staying Positive – Rewarding and Energizing Employees

Dates: Dec 8-9

ESSENTIAL SKILLS FOR PROFESSIONAL ADMINISTRATIVE ASSISTANTS



Convenient & Practical

Developed to meet the training needs of professional administrative assistants each course is delivered over two days and you can take whatever course you need in any order. Courses are relevant to current professional trends, designed to enhance current skills, improve workplace performance and increase your employability. Realistic case scenarios are used throughout the courses through interactive exercises with plenty of opportunity to network with others.

In order to receive the Essential Skills for Professional Administrative Assistants Certificate you must complete all 7 courses within 5 years. Successful completion is determined by your participation and attendance.

Location: Keyano College
Time: 8:30 am – 3:30 pm
Fee: \$325 per person per course

To Register Contact:
Northern Lakes College
– WorkForce Development
1201 Main St. SE, Slave Lake, AB T0G 2A3
Toll-free: 1-866-652-3456
OR (780) 849-8623
Fax: (780) 849-8704
Email: wfdev@northernlakescollege.ca

THE COURSES:

For complete descriptions on each course go to our website at:
http://www.northernlakescollege.ca/programs_details.aspx?id=4154
OR email our office at
wfdev@northernlakescollege.ca

Business Writing – Clear, Concise, Successful

Dates: Oct 7-8

Note: Managing Time, Communication & Resolving Conflict are also part of the Essential Skills for Supervisors Certificate Program. If you have already taken these courses you will receive credit towards the Essential Skills for Professional Administrative Assistants.

Managing Time – Scheduling People, Paper & Priorities

Dates: Sep 21-22

Communication – Getting the Message Across

Dates: Dec 6-7

Resolving Conflict – Reaching Agreement at Work

Dates: Nov 18-19

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