Keyano COLLEGE

-Pre-Employment Heavy Equipment Technician -

(12 Weeks @ 30 Hours per Week = 360 hours)

Jason Lalonde, Chair – Electrical and HET
780-758-8414
jason.lalonde@keyano.ca

Instructor(s):

Chester Parisian – HET instructor
780-799-8610
Chester.Parisian@keyano.ca

Darrell Pintkowski – HET Instructor
780-799-8616
Darrell.Pintkowski@keyano.ca

Alan Dowling – HET Instructor
780-799-8625
Alan.Dowling@keyano.ca

Alan Wilton – HET Instructor
780-792-5094
alan.wilton@keyano.ca

Tony Gauthier – HET Instructor
780-792-5097
Tony.Gauthier@keyano.ca

Kevin Wills – HET Instructor
78-799-8618
Kevin.Wills@keyano.ca

Robert Mills – Het Instructor
780-792-5098
robert.mills@keyano.ca

Office Hours:

Monday through Friday: 8:00 am – 4:00 pm

Suncor Energy Industrial Campus (SEIC)

Required Textbooks:

First Period HET Apprenticeship ILM Package

Program Supplies:

- 3-ring binders, dividers, and lined paper
- 6 or 12 inch ruler
- Pens, pencils, highlighters, erasers
- Calculator (with no programmable memory; Sharp 520 is recommended)
- Coveralls
- CSA approved safety boots
- Safety goggles
- Although classes are scheduled in person, we ask that all students are prepared with the technology required for virtual classes (online) should it become necessary; Computer/laptop, microphone, camera and internet access.

Course Description:

- PEMP 100 – Employability Skills

Learning Outcomes

Upon successful completion of PEMP 100 – *Employability Skills* – you will be able to:

1. Prepare to apply and interview for Welder-related positions.
2. Use online career websites to find information about jobs.
3. Locate employment support programs in the community and explain their role.
4. Describe the purpose of Canadian Employment Standards, Labour Relations, and Worker Compensation.
5. Interact with other students in ways that contribute to effective working relationships and the achievement of goals.

> ## Schedule
>
> A detailed daily class / shop schedule will be handed out on the first day of each intake.

Grading

Students must successfully meet three criteria to pass technical training.
1. Minimum 65% Theory Component *(for each PEMP course & cumulative weighted average for PHET courses)*
2. Minimum 65% on each Practical Component
3. Minimum 50% on every section of study *(for PHET courses only)*

Your grades will be based on:

PEMP 100 – Employability Skills:

Cover Letter	30%
Resume	30%
Mock Interview	20%
Worker's Rights Quiz	20%
Total Theory Component	**100%**

E-Learning

Technology and internet will impact your online learning experience. It's important that you are able to watch an online video and other course materials, take online quizzes, and participant in a live class with your instructor and other students.

Keyano College operates in a Windows based environment and having the correct tools for online learning is important. Here's a list of recommended system requirements for Fall 2020.

Internet Speed

Minimum Internet speeds of 5 Mbps.
Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home). Check your internet speed with Fast.com.

System requirements:

Microsoft Windows	Apple
Minimum Requirements: A Windows 10 **computer/laptop** ·　　Minimum 4GB of RAM. ·　　10GB+ available hard drive storage. ·　　Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). Microsoft Office software is free to all Keyano students and employees. ·　　Microphone, webcam and speakers. A headset with a microphone is recommended. ·　　System updates must be regularly installed. ·　　Anti-Virus / Anti-Malware software	**Minimum Requirements:** A Macintosh (V10.14 and above) **computer/laptop** ·　　Minimum 4GB of RAM. ·　　10GB+ available hard drive storage. ·　　Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). Microsoft Office software is free to all Keyano students and employees. ·　　Microphone, webcam and speakers. A headset with a microphone is recommended. ·　　System updates must be regularly installed. ·　　Anti-Virus / Anti-Malware software.
Recommended Requirements ·　　8GB of RAM ·　　A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.	**Recommended Requirements** ·　　8GB of RAM ·　　A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.
Chromebooks are **not** recommended as they are not compatible with testing lockdown browsers. A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.	

Specific department requirements:
Business and OA programs require Windows 10.
Other programs may utilize Windows based tools as well.

Computer Software
Students will be able to get access to Microsoft Office 365 for Free using Keyano Credentials by [clicking here](#).

Recording of lectures and Intellectual Property
Students may only record a lecture if explicit permission is provided by the instructor or by Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not publish any of the lectures or lecture materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus no student is allowed to publish or sell instructor notes without formal written permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property.

ITS Helpdesk
If you are having issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.
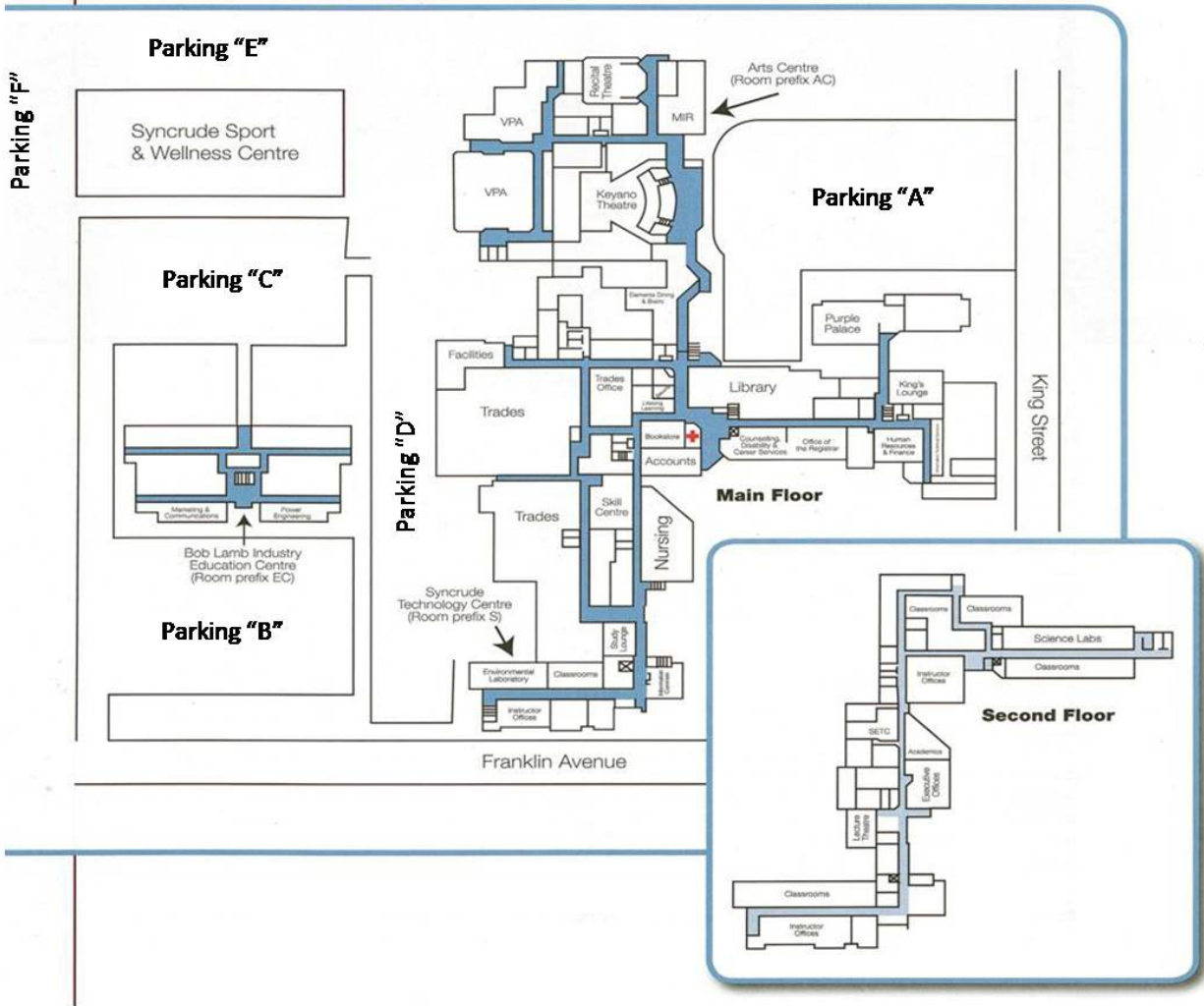
Important Phone Numbers

- **Nancy Nicholle, Apprenticeship Administrative Assistant   780-791-4881**
  Call Nancy if you are going to be absent from class or have any general questions or concerns.

- **Jason Lalonde, Electrical and HET Chair   780-758-8414**
  Call Jason if you have any concerns with class work, instructors, or if you require any type of academic accommodations.

  Call your instructor if you need information about class work, schedules or if you need extra help to learn the material.

- **Mark Power, Alberta AIT   780-743-7181**
  Call Mark if you have questions about attendance, apprenticeship, or your employer.

- **Security   780-791-7911**
  Call security if you feel threatened while on campus, to report a fire, if you need a door unlocked, or for parking issues.

- **Office of the Registrar**
  - **Registration Assistants   780-791-4801**
  Call this office if you have questions about fees/tuition or class availability.

- **Student Life Calendar   https://calendar.keyano.ca/student/**
  Refer to the Student Life calendar for events and important dates for students.

Campus MAP
Keyano College Clearwater Campus