

REGISTRATION GUIDE:

The information in this Registration Guide is accurate at the time of printing and is subject to change without notice. It is the students' responsibility to ensure the accuracy of their program and course choice. Students should use the Registration Guide dated the year in which they began the program. This guide should be used in conjunction with the official version of the Keyano College Credit Calendar (keyano.ca/creditcalendar), and calendars of appropriate transfer institutions.

Register for courses online at <https://selfservice.keyano.ca/SelfService/Home.aspx>

If you need assistance, contact a Student Advisor: student.advisors@keyano.ca

If you deviate from this guide, you may not complete the required courses on time to graduate.

Academic Year: 2022-2023

Program Name: Business Administration Certificate

Add Course to Schedule – Choose **one option below**

Option 1:

Fall Semester					Winter Semester				
COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS	COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS
BUS 103	C or E	Introductory Business Computing	D	3	BUS 111	A & Z	Statistics I	D	3
BUS 107	C or D or E	Business Communications I	D	3	BUS 117	B or E	Business Communications II	D	3
BUS 110	B	Business Mathematics	D	3	BUS 131	A or C or E	Introductory Accounting II	D	3
BUS 130	B	Introductory Accounting I	D	3	BUS 239	B	Marketing	D	3
BUS 191	AHF	Management	D	3	BUS 270	AHF or EHF	Organizational Behaviour	D	3

Full time status for Fall is **9 credits** or more.

Full time status for Winter is **9 credits** or more.

Option 2:

Fall Semester					Winter Semester				
COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS	COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS
BUS 103	A or B	Introductory Business Computing	D	3	BUS 111	A & Z	Statistics I	D	3
BUS 107	A or B	Business Communications I	D	3	BUS 117	B or E	Business Communications II	D	3
BUS 110	A	Business Mathematics	D	3	BUS 131	A or C or E	Introductory Accounting II	D	3
BUS 130	A or B	Introductory Accounting I	D	3	BUS 239	B	Marketing	D	3
BUS 191	AHF or EHF	Management	D	3	BUS 270	AHF or EHF	Organizational Behaviour	D	3

Full time status for Fall is **9 credits** or more.

Full time status for Winter is **9 credits** or more.

Option 3:

Fall Semester					Winter Semester				
COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS	COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS
BUS 103	C or E	Introductory Business Computing	D	3	BUS 111	A & Z	Statistics I	D	3
BUS 107	C or D or E	Business Communications I	D	3	BUS 117	B or E	Business Communications II	D	3
BUS 110	C	Business Mathematics	D	3	BUS 131	A or C or E	Introductory Accounting II	D	3
BUS 130	B or INTS	Introductory Accounting I	D	3	BUS 239	B	Marketing	D	3
BUS 191	AHF	Management	D	3	BUS 270	AHF or EHF	Organizational Behaviour	D	3

Full time status for Fall is **9 credits** or more.

Full time status for Winter is **9 credits** or more.

Please **do not register** in sections ES, HR, and BAV are for specific specializations and do not apply to your program.

Transferability

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at transferalberta.ca. Please note that every institution has its own policy regarding minimum grades needed for transfer credit.

Graduation

Students with a passing grade in each course, who successfully complete the program of study and obtained an overall Grade Point Average of 1.7 or better shall be issued a diploma. **Grades of D may impact your eligibility to graduate.**

Please visit the [Keyano College COVID-19 Information Page](#) to review the most up-to-date information on COVID-19 health requirements, restrictions, exemptions, and accommodations for Keyano College students.