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: Office Administration Certificate

Add Course to Schedule

Fall Semester (max 16 credits)					Winter Semester (max 14 credits)				
COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS	COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS
OA 108	A	Accounting 1	C-	3	**OA 107**	A	Business Math & Microsoft Excel Specialist	C-	2
OA 110	A	Windows & File Management	C-	1	**OA 109**	A	Computerized Accounting 1	C-	2
OA 118	A	Keyboarding	C-	2	**OA 119**	A	Keyboarding II	C-	2
OA 120	A	Business Communications 1	C-	3	**OA 122**	A	Business Communications II	C-	3
OA 135	A	Human Relations in Business	C-	2	**OA 136**	A	Office Procedures	C-	2
OA 145	A	Microsoft Word & Document Preparation 1	C-	3	**OA 146**	A	Microsoft Word Specialist & Document Preparation	C-	3
OA 180	A	Microsoft Access	C-	2					

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

Spring Semester (max 2 credits)				
COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS
OA 133	A	On the Job Training	C-	2

*Minimum grade of C- is required for all Office Administration courses.

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.

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.