

**\*\* Disclaimer**

Keyano College reserves the right to modify the syllabus, curriculum, or schedule of any course/program, or to cancel a course/program entirely, at any time and for any reason. Such changes may be necessary due to unforeseen circumstances, regulatory requirements, or to ensure the highest quality of education.

Students will be notified of any significant changes as soon as possible. Keyano College is not responsible for any inconvenience or disruption caused by these changes. It is the responsibility of the students to stay informed about any updates or modifications to their courses.

The information in this Registration Guide is accurate at the time of publication and is subject to change without notice. It is the students' responsibility to ensure the accuracy of their program and course choices. This Guide should be used along with the official version of the Keyano College Credit Calendar ([keyano.ca/creditcalendar](https://keyano.ca/creditcalendar)).

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

If you need assistance, send a screenshot of your Self Service issue to [student.advisors@keyano.ca](mailto:student.advisors@keyano.ca)

Self Service instructions, including a Frequently-Asked Questions & Troubleshooting document, can be found here: [Course Registration - Keyano College](#)

If you choose not to follow the course sequence in your Program of Study, you might not complete the required courses in time to graduate. Please see the program of study table with prerequisites listed for each course, to determine your progress toward graduation. Prerequisites are established to ensure students have the academic foundation to be successful in their courses.

**The following SECTION codes are reserved for specific programs. If you register for these sections when you are not in the program, additional charges may be added to your account.**

**Business Administration:**

- BAV & BVHF are reserved for **Business Aviation Diploma**
- ES & ESHF are reserved for **eSport Management Diploma**
- HR & HRHF are reserved for **Human Resource Management Diploma**

**Childhood Studies:**

- ABLD & EBLD are reserved for **Applied ELCC Diploma**

**University Studies:**

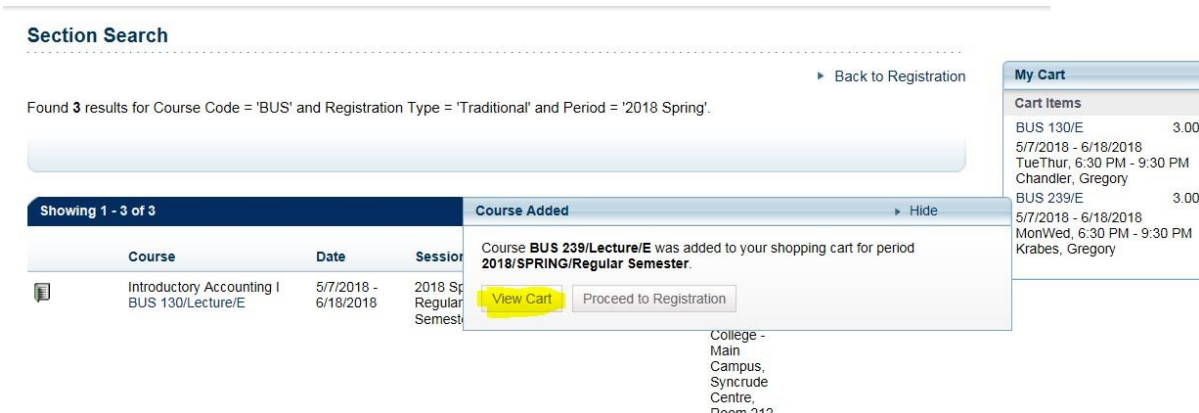
- GOV is reserved for **Governance & Civil Studies Diploma**
- NURS is restricted to **Bachelor of Science in Nursing Degree**
- PN is restricted to **Practical Nurse Diploma**
- SOWK is restricted to **Social Work Diploma**

These sections will be removed from the schedules of students not in the programs for which they are reserved.

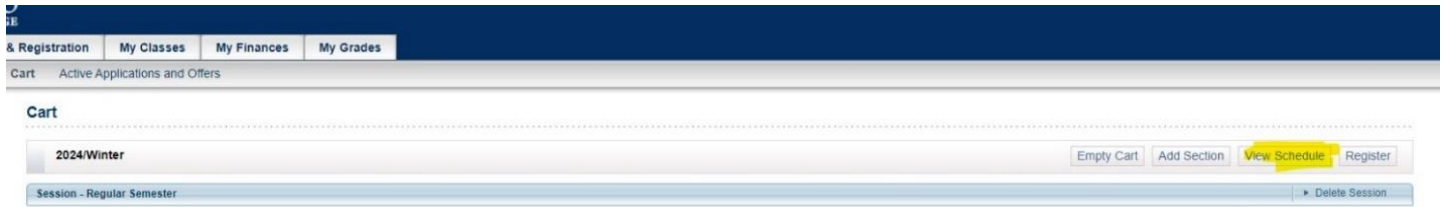
**Please Note:** All schedules are tentative and subject to change until the [last day to add/drop classes](#) each term.

It is the student's responsibility to check for time conflicts in the registration process.

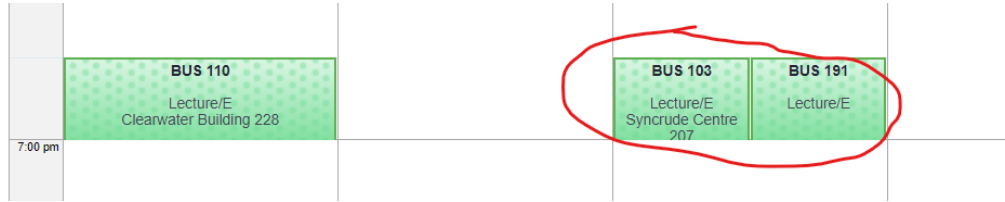
1. **Check for time conflicts.** In Self Service, after you have more than one course in your cart, select **View Cart**



2. Within the Cart, click on **View Schedule** to check for time conflicts.



3. A time conflict will be visible because two courses are squeezed together in the same box on the grid:



4. If there is a time conflict, you will have to choose which course has priority, and drop the other. If there is no course conflict, continue.
5. Back in the Search Sections view, see if there is another section of your course that will not have a time conflict.
6. Continue to add courses, checking for time conflicts after each addition.

Please see next page for Program of Study guide.

## Program of Study: Office Administration Certificate

This certificate program consists of two 4-month terms and one 6-week term. To graduate at the end of these three terms, students must successfully complete all courses listed for each term (also known as Full Load).

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

**Transferability:** For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.alberta.ca](https://transferalberta.alberta.ca). Please note that every institution has its own policy regarding minimum grades needed for transfer credit.

Based on the number of credits required in an academic year, the number of credits required to reach Full Time (FT) status can vary.

- The six-week Spring term is an opportunity to take courses on offer that you may have missed.
- Students can only be Part Time in Spring.

**You may reduce your course load and do fewer courses per term, but it will take you longer than four terms to graduate and you will incur additional costs.**

# Registration Guide 2024-2025

## Program of Study: Office Administration Certificate

							When should I take each course?		Term Program Started			
Max credits	FT*	Course Code	Course Name	Prerequisites course(s) must be completed first	Min. Pass	Credits	Fall 2022	Fall 2023	Fall 2024	Fall 2025		
<b>Term 1</b>												
16	10	OA 108	Accounting I		D	3	F22	F23	F24	F25		
		OA 110	Windows & File Management		D	1	F22	F23	F24	F25		
		OA 118	Keyboarding I		D	2	F22	F23	F24	F25		
		OA 120	Business Communications I		D	3	F22	F23	F24	F25		
		OA 135	Human Relations		D	2	F22	F23	F24	F25		
		OA 145	MicroSoft Word & Document Preparation I		D	3	F22	F23	F24	F25		
		OA 180	MicroSoft Access		D	2	F22	F23	F24	F25		
<b>Term 2</b>												
14	10	OA 107	Business Math & Microsoft Excel – Specialist	OA 110	D	2	W23	W24	W25	W26		
		OA 109	Computerized Accounting I	OA 108 or equivalent	D	2	W23	W24	W25	W26		
		OA 119	Keyboarding II	OA 118	D	2	W23	W24	W25	W26		
		OA 122	Business Communications II	OA 120 & OA 145	D	3	W23	W24	W25	W26		
		OA 136	Office Procedures		D	2	W23	W24	W25	W26		
		OA 146	MicroSoft Word & Document Preparation II		D	3	W23	W24	W25	W26		
<b>Term 3</b>												
2	N/A	OA 133	On the Job Training	Successful completion of all other OA courses	D	2	Spr23	Spr24	Spr25	Spr26		

\* FT is abbreviated for Full Time