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 graduate on time.

Academic Year: 2021-2022
Program Name: Business Administration Management Certificate, started Winter 2021

Add Courses to Schedule

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>SECTION</th>
<th>COURSE NAME</th>
<th>MINIMUM PASSING GRADE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 100</td>
<td>A</td>
<td>Business Communications</td>
<td>D</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110</td>
<td>OR E</td>
<td>OR Business Communications OR Business Mathematics (Whichever was not completed in Winter 2021)</td>
<td>D</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>E</td>
<td>Report Writing &amp; Presentations</td>
<td>D</td>
<td>3</td>
</tr>
<tr>
<td>BUS 131</td>
<td>A</td>
<td>Introductory Accounting II</td>
<td>D</td>
<td>3</td>
</tr>
<tr>
<td>BUS 191</td>
<td>A or E</td>
<td>Management</td>
<td>D</td>
<td>3</td>
</tr>
<tr>
<td>BUS XXX</td>
<td></td>
<td>Business Elective</td>
<td>D</td>
<td>3</td>
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</tbody>
</table>

Full Time Status for Fall is 9 credits or more

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 certificate. Grades of D may impact your eligibility to graduate.