

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 Certificate

Add Courses to Schedule

Fall Semester					Winter Semester				
COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS	COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS
BUS 103	B	Introductory Business Computing	D	3	BUS 111	A and X or Y or Z	Statistics I	D	3
BUS 107	A	Business Communications I	D	3	BUS 117	A or B or E* *E will conflict with BUS131 E	Business Communications II	D	3
BUS 110	B	Business Mathematics	D	3	BUS 131	A or B or E* *E will conflict with BUS117E	Introductory Accounting II	D	3
BUS 130	BHF	Introductory Accounting	D	3	BUS 239	E	Marketing	D	3
BUS 191	A or E	Management	D	3	BUS 270	A or E	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 for any Business courses in section ES, HR, and BAV. These courses 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 certificate. **Grades of D may impact your eligibility to graduate.**