

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 (Year 1, Term 1)

Add Courses to Schedule

Winter Semester				
COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS
BUS 103	A	Introductory Business Computing	*D	3
BUS 107	A or B or E	Business Communications I	*D	3
BUS 110	A	Business Mathematics	*D	3
BUS 130	A or B	Introductory Accounting	*D	3
BUS 191 or Bus 239 E *both courses are required for graduation. You will get the opportunity to take the course you didn't choose in a later semester.	A	Management or Marketing	*D	3

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.**

COVID-19 VACCINATION REQUIREMENT

Keyano College requires that all students, employees, and visitors to the College be fully vaccinated and provide proof of vaccination, unless you have an approved exemption.

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