

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: 2022-2023

Program Name:

Business Administration Management Coop Diploma (Year 1 & 2), started Winter 2022

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 117 OR BUS 191	B OR E	Business Communications I OR Intro Business Computing (Whichever was not completed in Winter 2022)	D	3	BUS 231	A	Intermediate Financial Accounting II	D	3
BUS 110	E	Business Mathematics	D	3	BUS 232	A	Corporate Finance	D	3
BUS 111 A & X or Y	B	Business Statistics	D	3	BUS 260	E	Business Law	D	3
BUS 131	B	Introductory Accounting II	D	3	BUS 263	A	Business Simulation	PASS	1.5
BUS 239	B	Marketing	D	3	ECON 102	A	Macro-Economics	D	3
					ECON 102 OR BUS 270	A	Micro-Economics OR Organizational Behaviour	D	3

Full Time Status for Fall is 9 credits or more

Full Time Status for Winter is 10 credits or more

Optional Spring

COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS
BUS 270	A	Organizational Behaviour	D	3

Please **ONLY** register in A, B or E sections for any Business courses, sections ES, HR, and BAV 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.