

## 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](https://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](mailto:student.advisors@keyano.ca)

If you deviate from this guide, you may not complete the required courses on time to graduate.

**Academic Year:** 2023-2024

**Program Name:** Business Administration Accounting Coop Diploma (Year 1)

## Add Courses to Schedule

| Fall Semester (max 15 credits) |           |                                 |                       |         | Winter Semester (max 15 credits) |         |                            |                       |         |
|--------------------------------|-----------|---------------------------------|-----------------------|---------|----------------------------------|---------|----------------------------|-----------------------|---------|
| COURSE CODE                    | SECTION   | COURSE NAME                     | MINIMUM PASSING GRADE | CREDITS | COURSE CODE                      | SECTION | COURSE NAME                | MINIMUM PASSING GRADE | CREDITS |
| BUS 103                        | A         | Introductory Business Computing | D                     | 3       | BUS 111                          | A & X   | Statistics                 | D                     | 3       |
| BUS 107                        | A OR INTS | Business Communications I       | D                     | 3       | BUS 117                          | A       | Business Communications II | D                     | 3       |
| BUS 110                        | A         | Business Mathematics            | D                     | 3       | BUS 131                          | A       | Introductory Accounting II | D                     | 3       |
| BUS 130                        | A         | Introductory Accounting I       | D                     | 3       | BUS 239                          | BHF     | Marketing                  | D                     | 3       |
| BUS 191                        | BHF       | Management                      | D                     | 3       | BUS 270                          | AHF     | Organizational Behaviour   | D                     | 3       |

Full time status for Fall is **9 credits** or more.

Full time status for Winter is **9 credits** or more.

### 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.

### 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 diploma. **Grades of D may impact your eligibility to graduate.**