

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 complete the required courses on time to graduate.

Academic Year: 2023-2024

Program Name: Business Administration Certificate

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 OR B OR C	Introductory Business Computing	D	3	BUS 111	B & Y OR C & Z	Statistics I	D	3
BUS 107	A OR INTS OR E2	Business Communication I	D	3	BUS 117	B	Business Communications II	D	3
BUS 110	A OR B OR E2	Business Mathematics	D	3	BUS 131	A OR B	Introductory Accounting II	D	3
BUS 130	A OR B	Introductory Accounting I	D	3	BUS 239	BHF OR E	Marketing	D	3
BUS 191	AHF OR EHF	Management	D	3	BUS 270	BHF OR EHF	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. 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.**