

## 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 Certificate (Year 1, Term 2)

### Add Courses to Schedule

Winter Semester (max 15 credits)				
COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS
BUS 111	A & X	Introductory Business Computing	D	3
BUS 117	A	Business Communications I	D	3
BUS 131	A <b>OR</b> INTS	Business Mathematics	D	3
BUS 239	A <b>OR</b> INTS <b>OR</b> INTA	Introductory Accounting I	D	3
BUS 270	AHF	Management	D	3

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 certificate. **Grades of D may impact your eligibility to graduate.**