

Registration Guide 2024-2025

Keyano College reserves the right to modify the syllabus, curriculum, or schedule of any course/program, or to cancel a course/program entirely, at any time and for any reason. Such changes may be necessary due to unforeseen circumstances, regulatory requirements, or to ensure the highest quality of education.

Students will be notified of any significant changes as soon as possible. Keyano College is not responsible for any inconvenience or disruption caused by these changes. It is the responsibility of the students to stay informed about any updates or modifications to their courses.

The information in this Registration Guide is accurate at the time of publication and is subject to change without notice. It is the students' responsibility to ensure the accuracy of their program and course choices. This Guide should be used along with the official version of the Keyano College Credit Calendar (keyano.ca/creditcalendar).

Register for courses online at <https://selfservice.keyano.ca/SelfService/Home.aspx>

If you need assistance, send a screenshot of your Self Service issue to student.advisors@keyano.ca

Self Service instructions, including a Frequently-Asked Questions & Troubleshooting document, can be found here: [Course Registration - Keyano College](#)

If you choose not to follow the course sequence in your Program of Study, you might not complete the required courses in time to graduate. Please see the program of study table with prerequisites listed for each course, to determine your progress toward graduation. Prerequisites are established to ensure students have the academic foundation to be successful in their courses.

The following SECTION codes are reserved for specific programs. If you register for these sections when you are not in the program, additional charges may be added to your account.

Business Administration:

- BAV & BVHF are reserved for **Business Aviation Diploma**
- ES & ESHF are reserved for **eSport Management Diploma**
- HR & HRHF are reserved for **Human Resource Management Diploma**

Childhood Studies:

- ABLD & EBLD are reserved for **Applied ELCC Diploma**

University Studies:

- GOV is reserved for **Governance & Civil Studies Diploma**
- NURS is restricted to **Bachelor of Science in Nursing Degree**
- PN is restricted to **Practical Nurse Diploma**
- SOWK is restricted to **Social Work Diploma**

These sections will be removed from the schedules of students not in the programs for which they are reserved.

Multi-Part Courses

If your course includes a laboratory, tutorial, clinical, or practicum, please register for ALL required parts, and choose matching section codes.

For example:

- BUS111 lecture A **and** laboratory A
- CHEM101 lecture B **and** laboratory BL **and** tutorial BT1

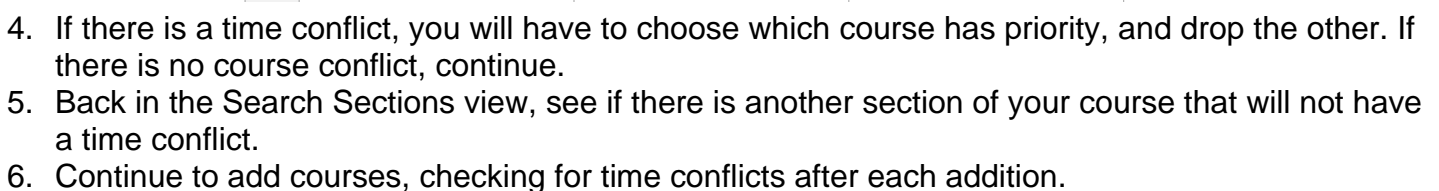
Please Note: All schedules are tentative and subject to change until the [last day to add/drop classes](#) each term.

It is the student's responsibility to check for time conflicts in the registration process.

1. **Check for time conflicts.** In Self Service, after you have more than one course in your cart, select **View Cart**

2. Within the Cart, click on **View Schedule** to check for time conflicts.

3. A time conflict will be visible because two courses are squeezed together in the same box on the grid:



Program of Study: Business Administration Certificate

Graduation: Students with a passing grade in each course, who successfully complete the program of study and obtain an overall Grade Point Average of 1.7 or better shall be issued a diploma. **Grades of D may impact your eligibility to graduate.**

Based on the number of credits required in an academic year, the number of credits required to reach Full Time (FT) status can vary.

- You may reduce your course load and do fewer courses per term, but it will take you longer than two terms to graduate and you will incur additional costs.**

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Program of Study: Business Administration Certificate

When should I take each course?							Term Program Started			
Max credits	FT*	Course Code	Course Name	Prerequisites course(s) must be completed first	Min. Pass	Credits	Winter 2024	Summer 2024	Fall 2024	Winter 2025
Year 1, Term 1										
15	9	BUS 103	Introductory Business Computing		D	3	W24	SUM24	F24	W25
		BUS 107	Business Communications I		D	3	W24	SUM24	F24	W25
		BUS 110	Business Mathematics	Math 30-1 or 30-2	D	3	W24	SUM24	F24	W25
		BUS 130	Introductory Accounting I		D	3	W24	SUM24	F24	W25
		BUS 191	Management		D	3	W24	SUM24	F24	W25
Year 1, Term 2										
15	9	BUS 111	Statistics	BUS 110	D	3	F24	F24	W25	F25
		BUS 117	Business Communications II	BUS 107	D	3	F24	F24	W25	F25
		BUS 131	Introductory Accounting II	BUS 130	D	3	F24	F24	W25	F25
		BUS 239	Marketing		D	3	F24	F24	W25	F25
		BUS XXX	Business Elective**	Dependent on course chosen	D	3	F24	F24	W25	F25

* FT is abbreviated for Full Time

**Your Business Elective can be any Business course for which you have the prerequisites: BUS, ESPT, ECON, or HRM. It cannot be an AIR course, and please do not register for sections reserved for students in programs you are not in (see page 1 of this registration guide).