Registration Guide 2025-2026

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 and include your student ID in the email

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

Co-op Work Terms are added after completion of all Year 1 courses and co-op related assignments. Please contact wil@keyano.ca for more information.

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** are reserved for **Business Aviation Diploma**
- **ES** are reserved for **eSport Management Diploma**
- **HR** 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. (see specific course combinations, link below)

For example:
- BUS111 lecture A **and** laboratory AL1
- CHEM101 lecture A, laboratory X, **and** tutorial V
- CHEM102 lecture B, laboratory Y, **and** tutorial V2

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

Course combinations have been created so that students can register in all required courses without time conflicts. Please see Course Combo listings on Course Registration Guides - Keyano College

However, it is the student's responsibility to check for time conflicts in the registration process. Please see "How to add credit classes (register for courses)" instructions.

Please see next page for Program of Study guide.

Program of Study: Business Administration Accounting Co-Op Diploma

This diploma program consists of four 4-month terms. To graduate at the end of four 4-month terms, students must successfully complete all courses listed for each term (also known as Full Load).

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**.

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.

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

- The optional six-week Spring term is an opportunity to take courses on offer that you may have missed.
- Students can only be Part Time in Spring.

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

Program of Study: Business Administration Accounting Co-Op Diploma

Max credits	FT*	Course Code	Course Name	Prerequisite course(s) must be completed first	Credits	Min Pass	When should I take each course?		Term Program Started		
							Winter 2024	Summer 2024	Fall 2024	Winter 2025	Fall 2025
Year 1, Term 1											
15	9	BUS 103	Introductory Business Computing		3	D	W24	SUM24	F24	W25	F25
		BUS 107	Business Communications I		3	D	W24	SUM24	F24	W25	F25
		BUS 110	Business Mathematics	Math 30-1 or 30-2	3	D	W24	SUM24	F24	W25	F25
		BUS 130	Introductory Accounting	Math 30-1 or 30-2	3	D	W24	SUM24	F24	W25	F25
		BUS 191	Management		3	D	W24	SUM24	F24	W25	F25
Year 1, Term 2											
15	9	BUS 111	Statistics	BUS 110	3	D	F24	F24	W25	F25	W26
		BUS 117	Business Communications II	BUS 107	3	D	F24	F24	W25	F25	W26
		BUS 131	Introductory Accounting II	BUS 130	3	D	F24	F24	W25	F25	W26
		BUS 239	Marketing		3	D	F24	F24	W25	F25	W26
		BUS 270	Organizational Behaviour	BUS 191	3	D	F24	F24	W25	F25	W26
Co-Op Work Term – For students in the Co-Op Diploma ONLY											
9	9	BUS 121	Work Term	All Year 1 courses, All Co-op Workshops & Assignments	9	PASS	W25	W25	SUM25	W26	SUM26
Year 2, Term 1											
16.5	10	BUS 204	Accounting Software Applications	BUS 103 & 130	3	D	SUM25	SUM25	F25	F26	F26
		BUS 210	Business Data Analytics	BUS 111	3	D	SUM25	SUM25	F25	F26	F26
		BUS 230	Intermediate Financial Accounting I	BUS 110 & 131	3	D	SUM25	SUM25	F25	F26	F26
		BUS 233	Management Accounting, I	BUS 131	3	D	SUM25	SUM25	F25	F26	F26
		BUS 264	Integrated Case	Complete all Year 1 courses	1.5	PASS	SUM25	SUM25	F25	F26	F26
		ECON 101	Micro-Economics		3	D	SUM25	SUM25	F25	F26	F26
Year 2, Term 2											
16.5	10	BUS 231	Intermediate Financial Accounting II	BUS 110 & 230	3	D	F25	F25	W26	W27	W27
		BUS 232	Corporate Finance	BUS 131	3	D	F25	F25	W26	W27	W27
		BUS 234	Management Accounting II	BUS 233	3	D	F25	F25	W26	W27	W27
		BUS 260	Business Law		3	D	F25	F25	W26	W27	W27
		BUS 263	Business Simulation	Complete all Year 1 courses	1.5	PASS	F25	F25	W26	W27	W27
		ECON 102	Macro-Economics	ECON 101	3	D	F25	F25	W26	W27	W27

* FT is abbreviated for Full Time

** Students may also take their Co-op the summer before the last semester of study