

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 www.selfservice.keyano.ca

If you need assistance contact a Student Advisor: 780-791-4801, student.advisors@keyano.ca

If you deviate from this guide, you may not graduate on time

Academic Year: 2019-2020

Program Name: Business Administration Management Certificate (Year 1)

Add Courses to Schedule

Fall Semester					Winter Semester				
COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS	COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS
BUS 100	B	Business Communications	*C-	3	BUS 101	A	Report Writing & Presentations	D	3
BUS 103	B	Introductory Business Computing	*C-	3	BUS 102	A & H	Interpersonal Skills for Business	D	3
BUS 110	A or E	Business Mathematics	*C-	3	ELECTIVE** BUS 111	A & X	Recommended: BUS 111/A & LabX	D	3
BUS 130	B	Introductory Accounting	*C-	3	BUS 131	A	Introductory Accounting II	*C-	3
BUS 239	A	Marketing	D	3	BUS 191	A	Management	D	3

Full Time Status for Fall is 9 credits or more

Full Time Status for Winter is 9 credits or more

* Minimum grade of C- is required for BUS 100 as it is a pre-requisite for BUS 101

* Minimum grade of C- is required for BUS 130 as it is a pre-requisite for BUS 131

* Minimum grade of C- is required for BUS 103 as it is a pre-requisite for BUS 204 (students intending on taking year 2 of the Diploma)

* Minimum grade of C- is required for BUS 110 and BUS 131 as it is a pre-requisite for BUS 230 and BUS 231 (students intending on taking year 2 of the Diploma)

**Students who intend to proceed to a university degree (including the NAIT BBA) must take BUS 111, (Statistics I). NAIT's BBA requires 2.3 GPA.

Transferability

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at transferalberta.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.**