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.

Registration Guide 2025-2026

Program of Study: Business Administration Management 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.

Planning to continue to Year 3 of NAIT's BBA?

If so, you will need to complete HRM 100 as early as possible as it is a graduation requirement. This course is not part of the Business Management Diploma program, and is not included in the courses taught in Years 2 and 3 by NAIT faculty, so if you wish to take this course, please submit a self-registration form to student.advisors@keyano.ca for whichever term it will fit.

Not coming to Keyano after all?

Once you have registered for classes, **you are responsible for the associated tuition and fees whether you attend or not**, unless you have withdrawn.

PLEASE NOTE: **Non-attendance is not accepted as a notice of withdrawal.**

Students who voluntarily withdraw from the College must submit a **Withdrawal Form** (either signed or sent from your keyanomail account) by a specific date for each term.

Please see our Refund Policy webpage, or pages 17-18 of the 2025-26 credit calendar. (If you have already paid for the term, you may request a refund upon withdrawing by the deadline.)

See the academic schedule for deadlines and due dates.

Registration Guide 2025-2026   Program of Study: Business Administration Management Diploma

Max credits	FT*	Course Code	Course Name	Prerequisite course(s) must be completed first	Credits	Min Pass	Fall 2023	Winter 2024	Summer 2024	Fall 2024	Winter 2025	Fall 2025
							When should I take each course?			**Term Program Started**		
Year 1, Term 1												
15	9	BUS 103	Introductory Business Computing		3	D	F23	W24	SUM24	F24	W25	F25
		BUS 107	Business Communications I		3	D	F23	W24	SUM24	F24	W25	F25
		BUS 110	Business Mathematics	Math 30-1 or 30-2	3	D	F23	W24	SUM24	F24	W25	F25
		BUS 130	Introductory Accounting	Math 30-1 or 30-2	3	D	F23	W24	SUM24	F24	W25	F25
		BUS 191	Management		3	D	F23	W24	SUM24	F24	W25	F25
Year 1, Term 2												
15	9	BUS 111	Statistics	BUS 110	3	D	W24	F24	F24	W25	F25	W26
		BUS 117	Business Communications II	BUS 107	3	D	W24	F24	F24	W25	F25	W26
		BUS 131	Introductory Accounting II	BUS 130	3	D	W24	F24	F24	W25	F25	W26
		BUS 239	Marketing		3	D	W24	F24	F24	W25	F25	W26
		BUS 270	Organizational Behaviour	BUS 191	3	D	W24	F24	F24	W25	F25	W26
Year 2, Term 1												
16.5	10	BUS 210	Business Data Analytics	BUS 111	3	D	F24	W25	SUM25	F25	W26	F26
		BUS 233	Management Accounting I	BUS 131	3	D	F24	W25	SUM25	F25	W26	F26
		BUS 264	Integrated Case	Complete all Year 1 courses	1.5	PASS	F24	W25	SUM25	F25	W26	F26
		BUS 294	Project Management		3	D	F24	W25	SUM25	F25	W26	F26
		BUS 296	Operations Management	BUS 110 & 191	3	D	F24	W25	SUM25	F25	W26	F26
		ECON 101	Micro-Economics		3	D	F24	W25	SUM25	F25	W26	F26
Year 2, Term 2												
16.5	10	BUS 232	Corporate Finance	BUS 131	3	D	W25	F25	F25	W26	F26	W27
		BUS 260	Business Law		3	D	W25	F25	F25	W26	F26	W27
		BUS 263	Business Simulation	Complete all Year 1 courses	1.5	PASS	W25	F25	F25	W26	F26	W27
		BUS 293	New Enterprise Development	BUS 110, 131 & 239	3	D	W25	F25	F25	W26	F26	W27
		BUS 299	Strategic Management	Complete min of 7 BUS courses incl BUS 110, 130, 239 & 191	3	D	W25	F25	F25	W26	F26	W27
		ECON 102	Macro-Economics	ECON 101	3	D	W25	F25	F25	W26	F26	W27
OPTIONAL – required to graduate from NAIT's BBA degree												
n/a	n/a	HRM 100	Intro to Human Resource Management		3	D	Varies	Varies	Varies	Varies	Varies	varies

* FT is abbreviated for Full Time