

Registration Guide 2026-2027

Business Administration Certificate



Self Service instructions can be found here: <https://www.keyano.ca/student-services/office-of-the-registrar/course-registration-guides#selfservice>

- Please see the table below for the recommended course sequence, including prerequisites for each course. If you do not follow this sequence, it may take additional time and costs to complete your program.
- **Please Note: All schedules are tentative and subject to change until the [last day to add/drop classes](#) each term.**

Recommended course sequence:

Max Credits	Course Code	Course Name	Prerequisite course(s)	Credits	Min Pass
Term 1 (Fall)					
15 (9 FT)	BUS 103	Introductory Business Computing		3	D
	BUS 107	Business Communications I		3	D
	BUS 110	Business Mathematics	Math 30-1 or 30-2	3	D
	BUS 130	Introductory Accounting	Math 30-1 or 30-2	3	D
	BUS 191	Management		3	D
Term 2 (Winter)					
15 (9 FT)	+BUS 111	Statistics	BUS 110	3	D
	BUS 117	Business Communications II	BUS 107	3	D
	BUS 131	Introductory Accounting II	BUS 130	3	D
	BUS 239	Marketing		3	D
	BUS 2XX	Business Elective **	Depends on course chosen	3	D

** 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. BUS 270 is recommended.

Multi-Part Courses are indicated with a red + on the program of study table. If your course includes a lecture, laboratory, tutorial, clinical, or practicum, please register for ALL required parts, and choose matching section codes.

For example:

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

The number of credits required to reach Full Time status can vary based on the total number of credits in the year of study of your program.

- Students can only be Part Time in Spring in most programs.

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

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.

Repeating Courses: Please review the [repeating courses policy](#), as there is a limit to the number of times you can repeat courses.

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](#) for information on refunds. (If you have already paid for the term,

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you may request a refund upon withdrawing by the deadline.)

See the [academic schedule](#) for deadlines and due dates.

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.

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 (<https://www.keyano.ca/admissions/credit-calendar/>)

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.