

# 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](https://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](mailto: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](mailto: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](https://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](mailto: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.

| When should I take each course?                        |     |             |                                    |                                                            |         |          | Term Program Started |             |             |           |             |           |
|--------------------------------------------------------|-----|-------------|------------------------------------|------------------------------------------------------------|---------|----------|----------------------|-------------|-------------|-----------|-------------|-----------|
| 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 |
| 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 110 & 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