

YukonU Program Planning Guide

School of Business and Leadership



Office Administration Program 2022-23

Accounting Clerk Certificate

Administrative Assistant Certificate

Instructions for Use

This planning guide is to assist you in selecting courses each term. Read carefully, as some courses are only offered in one term/year, and some are offered in multiple terms/years.

***The recommended sequencing plan and note section in this guide will be beneficial in helping you select courses.**

Refer to your program page on the main website under programs/courses for a more thorough description of each course.

A glossary (description) of common words and phrases used in this guide, can be found on the last page.

Registration

To register in the Office Administration program, students must first complete a Student Success and Professionalism course. This free course can be done entirely online and will take approximately 6-8 hours to complete. It can be completed over a two-week period and the course is offered numerous times per year and throughout the spring/summer. Once this short course is complete you may register for the remainder of the courses in the program after a short meeting with a program advisor. To register in this course, please send an email to business@yukonu.ca or call 867-668-8762.

Graduation Requirements and Yukon First Nations Core Competency

Office Administration

To receive a Yukon University Office Administration certificate a student must:

- Pass all courses in their certificate area as outlined below, including Fieldwork, in order to graduate
- Obtain an average mark of 60% on all courses (cumulative GPA of 2.0 or C average across all courses)
- *Meet Yukon University First Nations core competency

* Yukon University requires all students to achieve core competency in knowledge of Yukon First Nations. Completing the free online workshop First Nations 101 is one way to meet this requirement.

For further details, visit [Yukon First Nations Core Competency](#)

Recommended Sequencing Plan

Shown below is a sample sequence of courses for your certificate. If you follow this plan, you should be able to graduate in one year, provided you complete all courses outlined below. You may choose to do the certificate over two or three years as a part time student.

All students in the Office Administration take core courses common to both streams in the fall. In the winter semester, students then choose either the Accounting Clerk Certificate stream or the Administrative Assistant stream.

All courses, in both streams, are available through Distance Learning using web-conferencing or online courses. Students may participate in classes from home, any of our Yukon University campuses, or other off-campus locations.

Accounting Clerk Certificate

Course Requirement	Credit	Term	Done
WP 120	3	F	
ACCT 120	3	F	
BUSC 100	3	F	
MICR 100	1.5	F	
MICR 105	1.5	F	
BUSM 100	1.5	F	
KEY 100	2	F	
RECM 100	1.5	W	
OP 100	2	W	
BUSC 200	2	W	
ACCT 220	3	W	
MICR 200	1.5	W	
MICR 230	1.5	W	
MICR 231	1.5	W	
JS 100	1.5	W	
FILD 100	3	W	
Total Credits	33		

Administrative Assistant Certificate

Course Requirement	Credit	Term	Done
WP 120	3	F	
ACCT 120	3	F	
BUSC 100	3	F	
MICR 100	1.5	F	
MICR 105	1.5	F	
BUSM 100	1.5	F	
KEY 100	2	F	
RECM 100	1.5	W	
OP 100	2	W	
BUSC 200	2	W	
WP 220	3	W	
MICR 110	1.5	W	
JS 100	1.5	W	
FILD 100	3	W	
Total Credits	30		

COURSES WITH PREREQUISITES	
Course	Prerequisite
ACCT 220	ACCT 120 (C minimum)
BUSC 200	BUSC 100 (C minimum)
WP 220	WP 120 (C minimum)
MICR 105	MICR 100 (C minimum)
MICR 200	MICR 100 (C minimum)
MICR 230	ACCT 120 (C minimum)
MICR 231	ACCT 120 (C minimum)
RECM 100	MICR 105 (C minimum)
JS 100	BUSC 200 & OP 100 (C minimum)
FILD 100	Successful completion of all courses in certificate

Student Responsibility

You are responsible for the completeness and accuracy of your registration and for determining the requirements of your program. Always read course descriptions before you register to determine if you have the necessary prerequisites.

Program Advising

Students may seek out program advising from an Office Administration faculty member at any time. Program advisors are available to support all students throughout their academic program and can assist with course selection and overall program navigation. To book program advising, please call (867) 668-8762 or email business@yukonu.ca.

Common Words and Phrases

- A **Credit** is the unit of weight for university courses and range from 1 to 15 credits.
- Grade Point Average (GPA) is a representation of academic achievement produced by dividing the total number of grade points earned over a period, usually a semester, divided by the number of courses or credits taken. See page 18 of the Academic Regulations for a fuller explanation.
- Highly Recommended Course is a course that would be beneficial to your learning and should be take either before or during your studies.
- Prerequisite is a **course that you must complete with a satisfactory grade** before enrolling in a subsequent course.
- A Semester is a portion of an academic year, during which an educational institution holds classes. Many people use the word 'term' interchangeably. We have three semesters per year. (Fall, Winter & Spring/Summer – see below)
*Note: not all programs use three (3) terms as part of their study schedule – most programs at YukonU use only the Fall & Winter term.
- Recommended Sequencing Plan shows a program's courses arranged according to year and semester (Fall, Winter, Spring) and are recommended to be taken in this order to complete a certificate, diploma or degree.
- Fields of Study
 - Humanities is the study of unique products of human culture and expression and include **history, literature, language, philosophy, the visual arts, theatre, dance, and music.**
 - Social Science, sometimes called the behavioural sciences, is the branch of academic study that looks at human activity in societies and seeks to understand the causes and consequences of social phenomena. Many social sciences have a social justice agenda in that they also seek to find and offer solutions to social problems. Social science disciplines include anthropology, criminology, economics, political science, sociology, psychology, and women and gender studies.
 - Science deal with the study of natural phenomena through observation, experimentation and use of scientific methods and include study in fields such as astronomy, biology, chemistry, mathematics environmental sciences and physics.
- Semester Starts and Ends
 - Fall = Either Late August or early September through December
 - Winter = Early January through April (Sometimes into early May)
 - Spring/Summer = May through August

Note: Your program area determines terms/semester exact dates.

Program Planning Guide Revisions

Date Created	Date Revised	Section Revised
March 2020		
	May 19, 2022	Registration