

BUSINESS ADMINISTRATION CERTIFICATE PROGRAM 2020-2021

Instructions for Use

This planning guide is to assist you in selecting your 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 in this guide will be beneficial in assisting you with selecting your 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.

Graduation Requirements

Business Administration Certificate

To receive a Yukon University Business Administration Certificate a student must:

- Earn 30 approved academic course credits, comprised of required courses and electives
- Obtain an average mark of 60% on all courses (cumulative GPA of 2.00 or C average across all courses)
- Complete 15 credits (half) at Yukon University, formerly Yukon College
- *Meet Yukon University First Nation 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](#).

Business Administration Certificate

Course Requirement	Credit	Term	Done
ACCT 101 - Introductory Financial Accounting 1	3	F	
ACCT 102 - Introductory Financial Accounting 2	3	W	
COMM 100 - Business Communication	3	F/W/S	
COMP 161 - Microcomputer Applications for Business	3	F/W	
ENGL 100 - Academic Writing and Critical Thinking	3	F/W	
LEAD 110 - Introduction to Business	3	F/W	
MATH 141 - Mathematics for Business	3	F	
MATH 210 - Applied Statistics	3	W	
Choose 2 from the list below			
COMM 200 - Intercultural Communications for Business	3	W	
ECON 100 - Introduction to Microeconomics	3	F	
ECON 101 - Introduction to Macroeconomics	3	W	
MKTG 231 - Marketing Management	3	F	
Total Credits	30		

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 five courses per term. This is just one example of how you could complete certificate requirements; you may find that a different sequence or timeline works as well.

YEAR 1 FALL

LEAD 110 - Introduction to Business

ACCT 101 - Introductory Financial Accounting 1

MATH 141 - Mathematics for Business

COMP 161 - Microcomputer Applications for Business

Business Elective

YEAR 1 WINTER

ACCT 102 - Introductory Financial Accounting 2

ENGL 100 - Academic Writing and Critical Thinking

COMM 100 - Business Communication

MATH 210 - Applied Statistics

Business Elective

PREREQUISITES

Course	Prerequisite
ACCT 102	ACCT 101 or ACCT 120 and ACCT 220
COMM 200	COMM 100
COMP 161	Grade 11 Math (Academic) or MATH 050
ENGL 100	Grade 12 English (Academic) or ENGL 060

MATH 141	Grade 11 English and Grade 11 Math (Academic) or MATH 050/051
MATH 210	MATH 141 and COMP 161

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 and pay attention to notes on mutually exclusive and cross-listed courses (pairs of courses in which credit will be awarded for only one).

Program Advising

Students may seek out program advising from a Business 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 sbl@yukoncollege.yk.ca.

Common Words and Phrases

- **Credits** 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 taken either before or during your studies.
- **Prerequisite** is a course that you must complete with a satisfactory grade before enrolling in a subsequent course.
- **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 and Spring/Summer (see below)
*Note: very few 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 semester (Fall & Winter) and are recommended to be taken in this order to complete a certificate, diploma or degree.
- **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: Term/Semester exact dates are determined by your program.