

OFFICE ADMINISTRATION PROGRAM 2020-2021

Accounting Clerk Certificate

Administrative Assistant Certificate

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.

Registration

To register in the Office Administration program, students must first successfully complete a Student Success and Professionalism course. This course is 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.

Graduation Requirements

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 2.00 or C average across all courses)
- *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](#).

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 program 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 the Administrative Assistant stream of the Office Administration program 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 stream first-semester courses are available through face-to-face or distance learning. Courses in the second term are available only through face-to-face delivery at Ayamdigut Campus.

Accounting Clerk Certificate

Course Requirement	Credit	Term	Done
ACCT 120	3.0	F	
BUSC 100	3.0	F	
BUSM 100	1.5	F	
KEY 100	2.0	F/W	
MICR 100	1.5	F	
MICR 105	1.5	F	
WP 120	3.0	F	
BUSC200	2.0	W	
JS 100	1.5	W	
OP 100	2.0	W	
RECM 100	1.5	W	
ACCT 220	3.0	W	
MICR 200	1.5	W	
MICR 230	1.5	W	
MICR 231	1.5	W	
FILD 100	3.0	W	
Total Credits	33.0		

Administrative Assistant Certificate

Course Requirement	Credit	Term	Done
ACCT 120	3.0	F	
BUSC 100	3.0	F	
BUSM 100	1.5	F	
KEY 100	2.0	F/W	
MICR 100	1.5	F	
MICR 105	1.5	F	
WP 120	3.0	F	
BUSC200	2.0	W	
JS 100	1.5	W	
OP 100	2.0	W	
RECM 100	1.5	W	
MICR 110	1.5	W	
WP 220	3.0	W	
FILD 100	3.0	W	
Total Credits	30.0		

COURSES WITH PREREQUISITES

Course	Prerequisite
ACCT 220	ACCT 120 (C minimum)
BUSC 200	BUSC 100 (C minimum)
JS 100	BUSC 200 (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)
WP 220	WP 120 (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 sbl@yukoncollege.yk.ca.

Common Words and Phrases

- **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 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.