# YukonU Program Planning Guide
School of Business and Leadership



# OFFICE ADMINISTRATION PROGRAM 2025-2026
Administrative Assistant Certificate
Financial Assistant Certificate
Medical Office Assistant Certificate

## How To Use This Guide

This planning guide is to assist you in selecting your courses each term.  Please read carefully, as some courses are only offered in one semester each year, while some are offered in multiple semesters each year.

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 and courses for a more thorough description of each course.

A description of common words and phrases can be found on the last page of this guide.

## Graduation Requirements

To receive a certificate (Administrative Assistant, Financial Assistant, Medical Office Assistant) from the Office Administration program from Yukon University, a student must complete the following:
- Pass all courses, including FILD, in their certificate
- Obtain an average mark of 60% in all courses (with a cumulative GPA of 2.00 or C average across all courses)
- Meet Yukon University First Nations core competency*
- Apply to graduate by deadline

*All students graduating from Yukon University must achieve core competency in knowledge of Yukon First Nations. Completing the free online workshop, Yukon First Nations 101, is one way to meet this requirement.
For further details, visit Yukon First Nations Core Competency.

## Open Studies Students

Open Studies allows students to take credit courses from a variety of subject areas and disciplines at Yukon University, for professional development, upgrading post-secondary qualifications, or general interest.

Through Open Studies, you can earn up to six credits in each term (typically two courses) without being enrolled in a program.

Credits earned may be considered toward a future certificate, diploma, or degree. To receive a credential, you will be required to apply, and be accepted, to a program. Please consult a program advisor for available Open Studies courses.

Please note that international students are not eligible for Open Studies without an authorization form. Please contact Registrations and Records at registrations@yukonu.ca or call 867 668 8710 ext. 2, for more information.

## Recommended Sequencing Plan

For students who have applied to the Office Administration program, below is a sample sequence of courses to complete for each certificate. If you follow this plan, you should be able to graduate in ten months, provided you complete and pass all courses. You may choose to complete the certificate full-time in ten months or over two or three years as a part-time student. You may also complete two courses per term as an Open Studies student, and you can take courses in the Office Administration program, even if you do not plan to graduate with a certificate.

To complete a certificate, all students in the Office Administration program take core courses common to all three certificates in the fall semester. In the winter semester, students then choose courses specific to their certificate: Administrative Assistant certificate, Financial Assistant certificate, or Medical Office Assistant certificate.

## Courses with Prerequisites

| Course | Prerequisite |
| --- | --- |
| ACCT 125 | ACCT 120 (C minimum) |
| ACCT 300 | ACCT 120 (C minimum) |
| ACCT 130 | ACCT 120 (C minimum) |
| FILD 100/101/102 | Successful completion of all certificate courses |

## Administrative Assistant Certificate

| Course Requirement | Credit | Term | Done |
|---|---|---|---|
| ADMN 100 | 3.0 | F | |
| ADMN 101 | 3.0 | F | |
| ACCT 120 | 3.0 | F | |
| COMM 100 | 3.0 | F | |
| COMP 161 | 3.0 | F | |
| YFN 101 | 0.0 | F/W | |
| ADMN 102 | 3.0 | W | |
| COMM 200 or COMM 125 | 3.0 | W | |
| WP 220 | 3.0 | W | |
| AA Elective | 3.0 | W | |
| KEY 001 | 0.0 | F/W | |
| FILD 100 | 3.0 | S | |
| Total Credits | 30.0 | | |

## Financial Assistant Certificate

| Course Requirement | Credit | Term | Done |
|---|---|---|---|
| ADMN 100 | 3.0 | F | |
| ADMN 101 | 3.0 | F | |
| ACCT 120 | 3.0 | F | |
| COMM 100 | 3.0 | F | |
| COMP 161 | 3.0 | F | |
| YFN 101 | 0.0 | F/W | |
| ACCT 125 | 3.0 | W | |
| ACCT 130 | 3.0 | W | |
| ACCT 300 | 3.0 | W | |
| FA Elective | 3.0 | W | |
| KEY 001 | 0.0 | F/W | |
| FILD 101 | 3.0 | S | |
| Total Credits | 30.0 | | |

## Medical Office Assistant Certificate

| Course Requirement | Credit | Term | Done |
|---|---|---|---|
| ACCT 120 | 3.0 | F | |
| ADMN 100 | 3.0 | F | |
| ADMN 101 | 3.0 | F | |
| COMM 100 | 3.0 | F | |
| COMP 161 | 3.0 | F | |
| YFN 101 | 0.0 | F/W | |
| MOA 100 | 3.0 | W | |
| MOA 101 | 3.0 | W | |
| MOA 102 | 3.0 | W | |
| MOA Elective | 3.0 | W | |
| KEY 001 | 0.0 | F/W | |
| FILD 102 | 3.0 | S | |
| Total Credits | 30.0 | | |

## Program Advising

Office Administration faculty are available to support students throughout their academic program and can assist with overall program navigation. Please email officeadmin@yukonu.ca to book a program advising appointment.

## Student Responsibility

Students are responsible for the completeness and accuracy of their registration and for determining the requirements of their program. Always read course descriptions before registering to determine if you have the necessary prerequisites. Please refer to Academic Regulations and Important Dates for important information.

## 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.

**Recommended Sequencing Plan** shows a program's courses arranged according to semester 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 = January through April (sometimes into early May)

Spring/Summer = May through August