

## BUSINESS ADMINISTRATION DIPLOMA & DEGREE PROGRAM 2021-2022

### 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

#### Bachelor of Business Administration

To receive a Yukon University Bachelor of Business Administration degree a student must:

- Earn 120 approved academic course credits, comprised of core courses and electives.
  - Take no more than 42 credits at the 100 level
- Obtain an average mark of 60% on all courses.
- Complete 60 credits (half) at Yukon University.
- Meet Yukon University First Nation core competency\*.

#### Business Administration Diploma

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

- Earn 60 approved academic course credits, comprised of core courses and electives.
- Obtain an average mark of 60% on all courses.
- Complete 30 credits (half) at Yukon University.
- Meet Yukon University First Nation core competency\*.

**\*Yukon First Nation core competency: HIST 140 is a course requirement within the BBA program and will satisfy the Yukon First Nation core competency component for graduation. It is recommended that HIST 140 is taken either in term one or term two of the first year.**

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

Year 1 (Diploma and Degree)			
Course Requirement	Credit	Term	Done
LEAD 111 (Quest)	3	F	
ACCT 101	3	F	
COMM 100	3	F/W	
COMP 161	3	W	
ENGL 100	3	F/W	
HIST 140	3	F/W	
LEAD 110	3	F	
MATH 141	3	F	
Open Elective	3	F/W	
ACCT 102	3	W	
<b>Total Credits</b>	<b>30</b>		

Year 2 (Diploma and Degree)			
Course Requirement	Credit	Term	Done
LEAD 292	3	W	
ACCT 213	3	F	
MKTG 231	3	F	
LEAD 272	3	F	
ECON 100	3	F	
Science Elective	3	F/W	
ACCT 222	3	W	
MATH 210	3	W	
COMM 200	3	W	
ECON 101	3	W	
<b>Total Credits</b>	<b>60</b>		

Year 3 (Degree only)			
Course Requirement	Credit	Term	Done
BLAW 300	3	F	
BUS270	3	F	
LEAD 300	3	W	
LEAD 352 (ReQuest)	3	S	
Science Elective	3	F/W	
Business Elective 300+	3	F/W	
Business Elective 300+	3	F/W	
ECDV 300	3	W	
ECDV 301	3	W	
MKTG 300	3	W	
<b>Total Credits</b>	<b>90</b>		

Year 4 (Degree only)			
Course Requirement	Credit	Term	Done
LEAD 401	6	F & W	
LEAD 402	3	F	
BCAP 400	6	F & W	
<b>Choose from the following:</b>			
BCAP 400 (different topic)	6	F & W	
BCAP 401	6	F/W	
<b>Choose 3 business electives from 300+ level</b>			
<b>Degree Total Credits</b>	<b>120</b>		

## Recommended Sequencing Plan

Shown below is a sample sequence of courses for your diploma and/or degree. If you follow this plan, you should be able to graduate in four years, provided you complete five courses per term. This is just one example of how you could complete your major and diploma/degree requirements; you may find that a different sequence works as well.

YEAR 1 FALL	YEAR 2 FALL	YEAR 3 FALL	YEAR 4 FALL
LEAD 111	ACCT 213	BLAW 300	LEAD 401
ACCT 101	MKTG 231	LEAD 402	BCAP 400
MATH 141	LEAD 272	BUS270	BCAP 400 or BCAP 401
LEAD 110	ECON 100	Science Elective	Business Elective 300+
Open Elective	Science Elective	Business Elective 300+	Business Elective 300+
YEAR 1 WINTER	YEAR 2 WINTER	YEAR 3 WINTER	YEAR 4 WINTER
ACCT 102	LEAD 292	MKTG 300	LEAD 401 (continues)
ENGL 100	MATH 210	ECDV 300	BCAP 400 (continues)
COMM 100	COMM 200	ECDV 301	BCAP 400 or BCAP 401(continues)
HIST 140	ECON 101	LEAD 300	Business Elective 300+
COMP 161	ACCT 222	Business Elective 300+	
		YEAR 3 Spring/Summer	
		LEAD 352	

### APPROVED BUSINESS ELECTIVES

TOUR 300	ACCT 300	MATH 400	LEAD 400	ACCT 400	FNGA 301	FNGA 302
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### APPROVED SUBJECT CODES FOR SCIENCE ELECTIVES

ANTH	CHEM	FNST	GEOG	KINE	NOST	PSYC
ASTR	CRIM	BIOL	ENVS	MATH*	PHED	PHED
PHYS	SOCI					

\*Credit will not be granted for MATH 105 (MATH 210 and MATH 105 are antirequisites)

### PREREQUISITES

Course	Prerequisite
ACCT102	ACCT101 or ACCT120 and ACCT220
ACCT213	ACCT101 and ACCT102 or ACCT202
ACCT222 and ACCT300	ACCT101 and 102
ACCT400	ACCT101, ACCT102 and ACCT213
BCAP400	LEAD402 (or co-requisite)
BCAP401	LEAD 402 (or co-requisite)
BUS270	ACCT213, ACCT222, ECON100, ECON101, LEAD272, LEAD292 MKTG231
COMM200	COMM100

COMP161	Grade 11 Math (Academic) or MATH050
ECDV300	ACCT222, LEAD292, and MKTG231
ECDV301	LEAD292 and ACCT222
ENGL100	Grade 12 English (Academic) or ENGL060 (65% minimum)
LEAD292	Third year standing
LEAD300	HIST140 and LEAD292
LEAD352	LEAD111
LEAD400	LEAD272
LEAD401	Completion of year three core courses
LEAD402	BUS270, LEAD300, ECDV301
MATH141	Grade 11 English and Grade 11 Math (Academic) or MATH 050/051
MATH210	MATH141 and COMP161
MATH400	MATH210
MKTG300	MKTG231, MATH210 and COMM200

## 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 [asmadmin@yukoncollege.yk.ca](mailto:asmadmin@yukoncollege.yk.ca).

## Common Words and Phrases

- **Credits** = 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: Terms/Semester exact dates are determined by your program.**

# Program Planning Guide Revisions

Date Created	Date Revised	Section Revised
March 2020		
	August 2020	Prerequisites
	October 20, 2020	Year 4 courses
	May 12, 2021	Graduation requirements, course list, sequencing, science electives, prerequisites