

## BUSINESS ADMINISTRATION DIPLOMA & DEGREE PROGRAM 2022-2023

### 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/W  |      |
| COMM 100                    | 3         | F/W  |      |
| COMP 161                    | 3         | F    |      |
| ENGL 100                    | 3         | F/W  |      |
| HIST 140                    | 3         | F/W  |      |
| LEAD 110                    | 3         | F/W  |      |
| MATH 141                    | 3         | W    |      |
| Open Elective               | 3         | F/W  |      |
| ACCT 102                    | 3         | W/S  |      |
| <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         | F/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         | F    |      |
| 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 |      |
| Choose from the following:                  |            |       |      |
| BCAP 400 (different topic)                  | 6          | F & W |      |
| BCAP 401                                    | 6          | F & W |      |
| Choose 3 business electives from 300+ level |            |       |      |
| <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               |
| COMP 161      | LEAD 272         | BUS270                 | 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 401 (continues)   |
| HIST 140      | ECON 101         | LEAD 300               | Business Elective 300+ |
| MATH 141      | 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 |
| BUS 321  |          |          |          |          |          |          |

## APPROVED SUBJECT CODES FOR SCIENCE ELECTIVES

|      |      |      |      |       |      |      |
|------|------|------|------|-------|------|------|
| ANTH | CHEM | FNST | GEOG | KINE  | NOST | PSYC |
| ASTR | CRIM | BIOL | ENVS | MATH* | PHED | PHYS |
| POLI | 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 |

|         |  |
|---------|--|
| BUS 321 | ACCT 222, MATH 210, COMM 200, LEAD 292, MKTG 231, and ECON 100 or ECON 101 |
| 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 [business@yukonu.ca](mailto:business@yukonu.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 |
|              | Nov 30 2021      | Year 4, sequencing, science electives, program advising                            |
|              |                  |  |
|              |                  |  |
|              |                  |  |