

## Business Administration Degree Program 2025-2026

### Instructions for Use

This planning guide is to assist you in selecting 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 and note section in this guide will be beneficial in helping you select 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 & Yukon First Nations Core Competency

#### 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; and
- Meet Yukon University First Nation core competency\*.

#### *Optional Area of Concentration*

- Human Resources Management within the BBA Program. See below for course selection.

**\*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](#)

### 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) 456-8528 or email [business@yukonu.ca](mailto:business@yukonu.ca)

## Year 1 (Diploma and Degree)

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

## Year 2 (Diploma and Degree)

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

## Year 3 (Degree Only)

Course Requirement	Credit	Term	Done
BLAW 300	3	F	
BUS 270	3	F	
ECDV 300	3	W	
ECDV 301	3	W	
LEAD 300	3	W	
LEAD 352	3	S	
MKTG 300	3	W	
Science Elective	3	F/W	
<b>Choose 2 business electives from 300+ level</b>			
<b>Total Degree Credits</b>	<b>90</b>		

## Year 4 (Degree Only)

Course Requirement	Credit	Term	Done
BCAP 400	6	F & W	
LEAD 401	6	F & W	
LEAD 402	3	F	
<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>Total Degree 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
MATH141	HR 272	BUS 270	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	HR 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+
COMP 161	ACCT 222	Business Elective 300+	
		YEAR 3 SPRING/SUMMER	
		LEAD 352	

The Bachelor of Business Administration Degree allows students to have the option of selecting an Area of Concentration: Human Resources Management. **Students must declare their concentration by 3<sup>rd</sup> year.**

BBA Degree: Area of Concentration – Human Resources Management				
<b>HR Stream courses</b>	HR 301	HR 400		
<b>And any <u>two</u> BCAP courses*</b>	BCAP 400	BCAP 401	LEAD 401	
<b>And any <u>two</u> FNGA courses</b>	FNGA 200	FNGA 202	FNGA 301**	FNGA 302

\*Topic must be Human Resources focused

\*\*Requires FNGA 101

APPROVED BUSINESS ELECTIVES				
ACCT 300	ACCT 400	BUS 321	FNGA 301	FNGA 302
HR 301	HR 400	MATH 400	TOUR 300	

APPROVED SUBJECT CODES FOR SCIENCE ELECTIVES					
ANTH	ASTR	BIOL	CHEM	CPSC 128	CRIM
ENVS	FNST	GEOG	KINE	MATH*	NOST
PHED	PHYS	POLI	SOCI	PSYC	

\*Credit will not be granted for MATH 105 (MATH 210 and MATH 105 are anti-requisites)

PREREQUISITES	
Course	Prerequisite
<b>ACCT 101</b>	none
<b>ACCT 102</b>	ACCT 101 <b>or</b> ACCT 120 and ACCT 125
<b>ACCT 213</b>	ACCT 101 and ACCT 102 <b>or</b> ACCT 202
<b>ACCT 222 and 300</b>	ACCT 101 and 102
<b>ACCT 400</b>	ACCT 101, ACCT 102 and ACCT 213
<b>BCAP 400 and 401</b>	LEAD 402 ( <b>or</b> co-requisite)
<b>BLAW 300</b>	none
<b>BUS 270</b>	LEAD 110 and ECON 100 <b>or</b> ECON 101, and ACCT 213 <b>or</b> ACCT 222, and HR 272 <b>or</b> HR 292
<b>BUS 321</b>	none
<b>COMM 100</b>	none
<b>COMM 200</b>	COMM 100
<b>COMP 161</b>	Grade 11 Math (Academic) <b>or</b> MATH 050
<b>ECDV 300</b>	ACCT 222, HR 292, and MKTG 231
<b>ECDV 301</b>	ACCT 222 and HR 292
<b>ECON 100</b>	none
<b>ECON 101</b>	none
<b>ENGL 100</b>	English 12 (min. 65%) <b>or</b> ENGL 060 (min. B-) <b>or</b> EAP 060 (min B-) <b>or</b> ENGL 101 (min. D)
<b>FNGA 301</b>	ENGL 100, FNGA 101, and <b>one</b> of FNGA 209, FNGA 200, LEAD 292 or COMM 200
<b>FNGA 302</b>	POLI 230 <b>or</b> PHIL 230 <b>or</b> FNGA 240 <b>or</b> COMM 200 and HIST 140
<b>HIST 140</b>	English 12 <b>or</b> EAP 060 <b>or</b> ENGL 060 <b>or</b> ENGL 100
<b>HR 272 and 292</b>	none
<b>HR 301 and 400</b>	HR 272 <b>or</b> demonstrated HR experience <b>or</b> permission from the program
<b>LEAD 110 and 111/111F</b>	none
<b>LEAD 300</b>	HIST 140 and HR 292
<b>LEAD 352</b>	LEAD 111 and COMM 100
<b>LEAD 401</b>	Completion of Year 3 core courses <b>or</b> permission from the program
<b>LEAD 402</b>	BUS 270, LEAD 300, and ECDV 301 <b>or</b> permission from the program
<b>MATH 141</b>	Grade 11 English and Grade 11 Math (Academic) <b>or</b> MATH 050/051
<b>MATH 210</b>	MATH 141 and COMP 161 <b>or</b> permission from the program
<b>MATH 400</b>	MATH 210 <b>or</b> RRMT 202 <b>or</b> equivalent
<b>MKTG 231</b>	none
<b>MKTG 300</b>	MKTG 231, MATH 210 and COMM 200
<b>TOUR 300</b>	ENGL 100 and LEAD 110

## Common Words and Phrases

- 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** deals with the study of natural phenomena through observation, experimentation and use of scientific methods and includes 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: Your program area determines terms/semester exact dates.**

## Program Planning Guide Revisions

Date Created	Date Revised	Section Revised
March 2020		
	November 30, 2021	Program advising
	March 17, 2022	Program advising appointment contact number
	May 11, 2022	Certificate course table, Sequencing
	May 23, 2024	Program review, formats and dates
	May 30, 2025	Certificate course table, Sequencing
	June 3, 2025	Updates to Term column in Business Admin Certificate table
	June 17, 2025	Reordered document for ease of readability, updated prerequisites table