

Business Administration Certificate 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

Business Administration Certificate

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

- Earn 30 approved academic course credits, comprised of required courses and electives
- Obtain an average mark of 60% on all courses (cumulative GPA of 2.0 or C average across all courses)
- Complete 15 credits (half) at Yukon University
- *Meet Yukon University First Nations 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](#)

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.

Business Administration Certificate

Course Requirement	Credit	Term	Done
ACCT 101 – Financial Accounting I	3	F/W	
ACCT 102 – Financial Accounting II	3	F/W	
COMM 100 – Business Communications	3	F/W/S	
COMP 161 – Technology for Business	3	F/W/S	
ENGL 100 – Academic Writing and Critical Thinking	3	F/W/S	
LEAD 110 – Introduction to Business	3	F/W	
MATH 141 – Mathematics for Business	3	F	
MATH 210 – Applied Statistics	3	W	
Pick 2 of the below electives:			
COMM 200 – Intercultural Communications for Business	3	F/W	
ECON 100 – Introduction to Microeconomics	3	F	
ECON 101 – Introduction to Macroeconomics	3	W	
MKTG 231 – Marketing Management	3	F	
Total Certificate Credits		30	

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 five courses per term. This is just one example of how you could complete certificate requirements; you may find that a different sequence or timeline works as well.

FALL

LEAD 110 - Introduction to Business
 ACCT 101 - Introductory Financial Accounting 1
 MATH 141 – Mathematics for Business
 ENGL 100 - Academic Writing and Critical Thinking
 Business Elective

WINTER

ACCT 102 - Introductory Financial Accounting 2
 COMP161 – Technology for Business
 COMM 100 - Business Communication
 MATH 210 – Applied Statistics
 Business Elective

PREREQUISITES

Course	Prerequisite
ACCT 101	None
ACCT 102	ACCT 101 or ACCT 120 and ACCT 125
COMM 100	none
COMM 200	COMM 100
COMP 161	Grade 11 Math (Academic) or MATH 050
ECON 100	none
ECON 101	none
ENGL 100	English 12 (min. 65%) or ENGL 060 (min. B-) or EAP 060 (min B-) or ENGL 101 (min. D)
LEAD 110	none
MATH 141	Grade 11 English and Grade 11 Math (Academic) or MATH 050/051
MATH 210	MATH 141 and COMP 161 or permission from the program
MKTG 231	None

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 term/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