YukonU Program Planning Guide

School of Business and Leadership

Business Administration Diploma 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 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; and
- 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

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.

Year 1 (Diploma and Degree)					Year 2 (Diploma and Degree)			
Course Requirement	**Credit**	**Term**	**Done**		**Course Requirement**	**Credit**	**Term**	**Done**
ACCT 101	3	F/W			ACCT 213	3	F	
ACCT 102	3	F/W			ACCT 222	3	W	
COMM 100	3	F/W/S			COMM 200	3	F/W	
COMP 161	3	F/W/S			ECON 100	3	F	
ENGL 100	3	F/W/S			ECON 101	3	W	
HIST 140	3	F/W/S			HR 272	3	F	
LEAD 110	3	F/W			HR 292	3	W	
LEAD 111/111F	3	F			MATH 210	3	W	
MATH 141	3	F			MKTG 231	3	F	
Open Elective	3	F/W/S			Science Elective	3	F/W	
Total Degree Credits	**30**				**Total Degree Credits**	**60**		

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
LEAD 111	ACCT 213
ACCT 101	MKTG 231
COMP 161	HR (LEAD) 272
LEAD 110	ECON 100
Open Elective	Science Elective

YEAR 1 WINTER	YEAR 2 WINTER
ACCT 102	HR (Lead) 292
ENGL 100	MATH 210
COMM 100	COMM 200
HIST 140	ECON 101
COMP 161	ACCT 222

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
ACCT 101	None
ACCT 102	ACCT 101 **or** ACCT 120 and ACCT 125
ACCT 213	ACCT 101 and ACCT 102 **or** ACCT 202
ACCT 222	ACCT 101 and 102
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)
HIST 140	English 12 **or** EAP 060 **or** ENGL 060 **or** ENGL 100
HR 272 and 292	none
LEAD 110 and 111/111F	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 terms/semester exact dates.**

Program Planning Guide Revisions

Date Created	Date Revised	Section Revised
March 2020		
	August 2020	Prerequisites
	May 12, 2021	Graduation requirements, course list, sequencing, science electives, prerequisites
	November 30, 2021	Science electives, program advising
	March 17, 2022	Program advising appointment contact number
	May 11, 2022	Year 1 & 2 tables, sequencing
	May 23, 2024	Program review and formats
	October 16, 2024	Course name changed from LEAD 272 - HR 272, LEAD 292 – HR 292, & LEAD 400 – HR 400
	June 3, 2025	Updates to Term column in course offerings table
	June 17, 2025	Reordered document for ease of readability