

Student Name: _____

Student Number: _____

This guide is for **planning purposes** only. Check [myCapU Schedule](#) for current course schedule and pre-requisites. Always check the [University calendar](#) for complete program requirements.

Program requirements				
Course	Course Title	Credits	Grade	Term
BTEC 111	Business English I	3.00		
BTEC 115	Business Systems and Procedures	3.00		
BTEC 117	Accounting Procedures I	3.00		
BTEC 125	Comprehensive Computer Applications I	3.00		
BTEC 126	Comprehensive Computer Applications II	3.00		
BTEC 149	Financial Computer Applications	3.00		
BTEC 211	Business Writing	3.00		
BTEC 217	Accounting Procedures II	3.00		
BTEC 220	Accounting Procedures III	1.50		
BTEC 252	Organizational Behavior	3.00		
BTEC 300	Accounting Assistant Practicum	1.50		
BADM 101	Management	3.00		
BADM 102	Quantitative Methods	3.00		
BADM 201	Business Information Systems	3.00		
BMKT 161	Marketing	3.00		
ENGL 100	University Writing Strategies	3.00		
BADM 107	Business Law I	3.00		
BADM 204	Introduction to Strategic Management	3.00		
BADM 210	Business Statistics	3.00		
BFIN 241	Finance for Managers	3.00		
ECON 111	Principles of Microeconomic Theory	3.00		
Total Program Credits:		60.00		

Comments:

Students who achieve a minimum grade of B in the following courses will receive credit from the School of Business

- BTEC 117 and BTEC 217 may substitute for BFIN 141;
 - BTEC 125 and BTEC 126 may substitute for BCPT 123 and a business elective;
 - upon completion of the Accounting Assistant program, BTEC 211 may substitute for CMNS 220.
- Note: BTEC 252 is equivalent to BADM 106

Program Completion Checklist

As per [University Policies](#), following criteria must be met prior to submitting **Application for Graduation Assessment**: www.capilanou.ca/grad-app/

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Meet Residency Requirements: 50% of courses completed at CapU
<input type="checkbox"/> Yes	<input type="checkbox"/> No	A <i>minimum CGPA of 2.00</i> is required for graduation from all credentials
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Complete program requirements within a reasonable timeframe for each program: <ul style="list-style-type: none"> • 2-year program: all program requirements must be completed <i>within 5 years</i>

Academic Advising:

Email: advising@capilanou.ca
 Phone: 604.984.4900
 Visit: Birch 230

Notes: