Accounting Assistant Certificate

Program: CERTACCA | Program Code: 062101 | Intake: September 2021-

CAPILANO UNIVERSITY

Student ID Number / Name:	

This planner guide is for program planning purposes only. Please refer to myCap Schedule for course schedules and course pre-requisites. It is the student's responsibility to always refer to the Capilano University Calendar for complete program requirements.

Program Requirements			
Course	**Course Title**	**Course Credits**	**Grades**
BTEC 111	Business English I	3.00	
BTEC 115	Business Systems and Procedures	3.00	
BTEC 117	Accounting Procedures I *[Note: Students must achieve a minimum of a "B" grade in BTEC 117 to continue in this program.]*	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 199	Accounting Assistant Practicum	1.50	
BTEC 211	Business Writing	3.00	
BTEC 217	Accounting Procedures II	3.00	
BTEC 220	Accounting Procedures III	1.50	
BTEC 252	Organizational Behaviour	3.00	
	Total Certificate program credits:	**30.00**	

Comments:

- Students starting this program from September 2021 onwards are able to use this program planner. If you started the program before this term, please contact Academic Advising for an appropriate program planner or you may refer to **Capilano University Academic Calendar** for your program profile requirements.

- 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.

- BTEC 252 is equivalent to BADM 106.

- Students must achieve a minimum of a B grade in the final exam of BTEC 117 to continue in this program.

- **Residency Requirement**: Students transferring to Capilano University must complete a minimum of 50% of their program course credits at Capilano University, the majority of which will normally fulfill the requirements of their final years of study.

- **Graduation Requirement**: A *minimum* **CGPA of 2.00** (calculated on all program required courses) must be achieved to graduate from all Capilano University credentials. Programs may have additional graduation requirements as approved by the University Senate.
  - Check your cumulative Grade Point Average (cGPA) yourself using the **GPA Calculator** on CapU website.

- **Timeframe for Completion of the program and Graduation**: Students in a one-year program would be given two and half years to complete their program.