

BTHP

IT BUSINESS ANALYSIS (3 SEMESTERS)

Semester 1 and 2: Study
Semester 3: Work placement or capstone project.

To Graduate:

- Pass all courses with **GPA of 2.0 or above.**
- **Successfully complete 8 weeks of placement (280 hours) OR an 8-week capstone project.**

SEMESTER 2

- Check if you passed all courses in semester 1 and achieved **GPA 2.0**

WEEK 4 - 12

You should have:

- Received your co-op work permit issued by IRCC, or the confirmation letter from IRCC.
- Sent your **Co-op Work Permit** to your **Placement Coordinator.**
- A well written resume and cover letter and be prepared for placement job interviews.
- A professional email address and LinkedIn profile.
- Started applying for placement opportunities.

WEEK 13 - 16

- Confirm placement and upload approval documents on Schoology.

REGISTRATION

- Make sure you are registered for semester 3 on time.

Week 1: This is your last chance to let your placement coordinator know your final decision - **placement or capstone project.**

SEMESTER 1

Welcome to Hanson College!

- Attend the orientation and the information session for important academic and student services guidance.

WEEK 3 - 4

You should start applying immediately for your **Co-op Work Permit.** To apply, you will need:

- Most recent Letter of Acceptance (**LOA**) **OR** Most recent enrollment Letter (**ask Student Services**)
- Co-op Work Permit Request Letter (**ask your Placement Coordinator**)
- Book appointment with Hanson's immigration consultant, your personal consultant or apply by yourself.
- Ensure your work & study permits are designated for Hanson or Cambrian College.

WEEK 10 - 13

- Attend the Workshops held by Co-op and Career Services.
- Date and time will be announced.



SEMESTER 3

- Check if you passed all courses in semester 2 and achieved **GPA 2.0**

WEEK 1

- **PLACEMENT OR CAPSTONE STARTS.**

WEEK 9 - 10

- Submit your placement assignments to Schoology.