



ARTICULATION AGREEMENT

between
Capilano University, North Vancouver BC
and
College of the Rockies, Cranbrook BC

This memorandum of understanding constitutes an agreement between Capilano University and College of the Rockies.

Objective of the Agreement:

Capilano University (CapU) agrees to facilitate the block transfer of students from **College of the Rockies (COTR)** and outlines the principles, guidelines, and procedures governing admission and assessment of selected qualified students to enter the Business Administration Diploma (BDip) or Bachelor of Business Administration (BBA) at CapU, subsequent to the successful completion of one of the articulated programs from COTR.

Definitions

For the purposes of this document the following definitions will be used:

- 'Agreement' shall mean this articulation agreement, and any or all of its attached schedules and appendices and additional documents incorporated by reference
- 'Parties' shall refer to both COTR and Capilano University

Capilano University's School of Business bases its decision upon:

1. Capilano University has conducted a review of the business-related programs offered at COTR and has assured itself of the quality of the programs
2. Capilano University has reviewed the admission requirements

Both parties will adhere to confidentiality and privacy laws surrounding this agreement and student information.



Admission:

Students transferring from the College of the Rockies to the Capilano School of Business Diploma/Degree program can meet Capilano's entry requirements through graduation from one of the eight designated programs at COTR with a minimum average of 70%. Completion of any of the articulated programs from COTR does not imply guaranteed admission into CapU's Bachelor of Business Administration.

Students transferring without a completed a credential will be required to satisfy the English language and math requirements for Capilano University and the minimum academic requirements for the Diploma in Business Administration or the Bachelor of Business Administration degree program.

Section 1: Articulation Description

The following programs were reviewed in 2021 against the Business Administration Diploma and the Bachelor of Business Administration program profile effective Fall 2020.

The program listed is a block transfer agreement based on a completed credential from the sending institution. Whereas a student comes to Capilano without a completed credential, a course by course transfer will be completed. Appendix 1.1 COTR to CapU.

Students successfully completing the **Business Management Certificate (MKTG, MGMT, ACCT or FINS Pathways)** will transfer 30 credits towards the Diploma in Business Administration or the Bachelor of Business Administration.

- For all certificates, 21 credits are used to satisfy the following required courses:
 - ENGL 100 English Composition
 - BCPT 123 Business Computing Basics
 - ECON 111 Principles of Microeconomic theory
 - ECON 112 Principles of Macroeconomic Theory (only required for BBA)
 - BFIN 141 or BFIN 193 Introductory Accounting 1 or Compressed Introductory Financial Accounting
 - CMNS 220 Advanced Business Writing and Editing
 - BADM 210 Business Statistics
- For all certificates, 3 credits are used to satisfy the following elective course:
 - BFIN 142 Financial Planning 1
- Three credits will depend upon their COTR math course selection
 - If the student chose MATH 111 Business Mathematics as their COTR math requirement, 3 credits will satisfy the required course BADM 102 Quantitative Methods



- If the student chose MATH 101 or MATH 103 as their COTR math requirement, they will receive 3 credits towards their breadth electives
- Depending upon their certificate pathway, students will receive 3 additional credits as noted below:
 - ACCT: 3 credits apply towards required course BADM 107 Business Law 1
 - FINS: 3 credits apply towards elective course BFIN 286 Personal Financial Planning
 - MGMT: 3 credits apply towards required course BADM 101 Introduction to Management
 - MKTG: 3 credits apply towards required course BMKT 161 Introduction to Marketing

Students successfully completing the **Business Management Diploma – FINS** will transfer 57 credits towards the Bachelor of Business Administration. This includes an additional 27 credits beyond the certificate as noted above.

- Twelve (12) credits satisfy required courses
 - BADM 106 Organizational Behaviour
 - BADM 107 Business Law
 - BADM 201 Business Information Systems
 - BADM 241 Finance for Managers
- Twelve (12) credits satisfy business elective courses
 - BFIN 351 Taxation
 - BFIN 386 Risk Management and Insurance
 - BFIN 321 Fundamentals of Investments
 - BMKT 263 Professional Selling Skills
- Three credits (3) satisfy breadth electives
 - PHIL 207 Business Ethics

Students successfully completing the **Business Management Diploma – ACCT** will transfer 57 credits towards the Bachelor of Business Administration. This includes an additional 27 credits beyond the certificate as noted above.

- Nine (9) credits satisfy required courses
 - BADM 204 Introduction to Strategic Management
 - BADM 241 Finance for Managers
 - BFIN 341 Cost Accounting I
- Twelve (12) credits satisfy business elective courses
 - BFIN 351 Taxation
 - BFIN 451 Taxation II
 - BFIN 246 Financial Accounting 2



- BFIN 347 Financial Accounting III
- Six (6) credits satisfy upper-level electives (3XX/4XX)

Students successfully completing the **Business Management Diploma – MGMT** will transfer 54 credits towards the Bachelor of Business Administration. This includes an additional 24 credits beyond the certificate as noted above.

- Eighteen (18) credits satisfy required courses
 - BADM 106 Organizational Behaviour
 - BADM 107 Business Law
 - BMKT 161 Introduction to Marketing
 - BADM 204 Introduction to Strategic Management
 - BADM 244 Managerial Accounting
 - BADM 302 Human Resource Management
- Three (3) credits satisfy business elective courses
 - BADM 268 Entrepreneurship/Small Business Management
- Three credits (3) satisfy breadth electives
 - PHIL 207 Business Ethics

Students successfully completing the **Business Management Diploma – MKTG** will transfer 60 credits towards the Bachelor of Business Administration. This includes an additional 30 credits beyond the certificate as noted above.

- Twelve (12) credits satisfy required courses
 - BADM 106 Organizational Behaviour
 - BADM 107 Business Law
 - BADM 204 Introduction to Strategic Management
 - BADM 244 Managerial Accounting
- Fifteen (15) credits satisfy business elective courses
 - BADM 268 Entrepreneurship/Small Business Management
 - BMKT 261 Advertising
 - BMKT 360 Marketing Research
 - BMKT 364 Consumer Behaviour
 - BMKT 365 Marketing Strategies and Decisions
- Three credits (3) satisfy breadth electives
 - PHIL 207 Business Ethics



Recruitment & Marketing

Recruitment and marketing representatives, appropriate faculty and program coordinators or designates for both parties are responsible for promoting the pathway and recruiting students.

- CapU and COTR will work together to secure a date and time for an information session for interested pathway students.
- CapU and COTR will work together, where required, to create appropriate pathway materials
- COTR pathway coordinators will work with students to ensure they are track to successfully complete their program of study and meet requirements.

Parties may request the use of the other's brand materials in promotional materials and will seek permission prior to use.

Exchange of Information

Both parties will provide updates regarding changes to their courses and programs that are anticipated and/or approved. Dean or designate and their respective department(s) will be responsible for coordinating collaborative meetings to coordinate and update this agreement. Frequency of meetings is to be determined.

Both parties agree to make information about this arrangement available to their respective relevant institutional departments and students.

This agreement is implemented through the Registrar's Office (or equivalent) at each institution, in consultation with the appropriate authorities in the respective programs.

Duration and Termination of the Agreement

The agreement shall be in place for a period of five years commencing April 1, 2021. At the end of this time, the agreement will be subject to review and renewal by Capilano University. If there are impediments to renewal, Capilano University will notify COTR of the impediments, with the goal of negotiating a new agreement. Final approval of the agreement will remain with the President of Capilano University.

This MOU may be terminated by either party at any time provided that the terminating party gives written notice of its intention at least six months prior to termination.

Capilano University retains the right to limit the number of students admitted under this agreement.



Transfer Credit

CapU will be responsible for ensuring that eligible students be enrolled into the appropriate academic semester. Students are to book an appointment, in advance, to meet with an academic advisor and develop the appropriate program plan.

Program and Graduation Requirements

Credential requirements are subject to change at any time and the CapU university calendar should be consulted prior to enrolling in course(s) to ensure credential requirements are being met. In addition, a continued dialogue with the academic advisor is strongly recommended to ensure timely completion of the credentials.

Authorized Signatories. Each institution represents that the individuals signing this agreement have the authority to sign in the capacity indicated

SIGNED for and on behalf of Capilano University
by:

Dr. Dennis Silvestrone, Dean, Faculty of
Business and Professional Studies

June 14, 2021

Date

SIGNED for and on Institution by:

Paul Vogt
CEO and President

July 13, 2021

Date

Robin Hicks
Vice President Academic and Applied Research

July 12, 2021

Date

Business Management Diploma - ACCT to E
 Reviewed and articulated by Christine Sjolander
 Active as of February 2021

Capilano University			
Common courses for Bachelor of Business Administration/Business Administration Diploma			
Credit	Course #	Course Name	Course #
3.0	ENGL 100	University Writing Strategies	ENGL 100
3.0	BADM 101	Introduction to Management	
3.0	BADM 102	Quantitative Methods OR	MATH 111
	MATH 1XX	OR	MATH 101
	MATH 116	The Mathematics of Change	MATH 103
3.0	BADM 106	Organizational Behaviour	
3.0	BADM 107	Business Law 1	MGMT 212
3.0	BCPT 123	Business Computing Basics	COMP 154
3.0	BMKT 161	Introduction to Marketing	
3.0	CMNS 220	Advanced Business Writing and Editing	COMC 102
3.0	ECON 111	Principles of Microeconomic theory	ECON 101
3.0	BFIN 141 or BFIN 193	Introductory Accounting 1 or Compressed Introductory Financial Accounting	ACCT 261
3.0	BADM 201	Business Information Systems	
3.0	BADM 204	Introduction to Strategic Management	MGMT 411
3.0	BADM 210	Business Statistics	STAT 106
3.0	BFIN 241	Finance for Managers	ACCT 371 and ACCT 372
3.0	IBUS 255	Cross Cultural Business	
3.0	BFIN 142	Financial Planning 1	ACCT 262
3.0	BFIN 246	Financial Accounting 2	ACCT 373
3.0	BFIN 351	Taxation	ACCT 363

3.0		Breadth elective	
3.0		Breadth elective	
60.0			

Additional Courses for the Bachelor of Business Administration			Course #
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3.0	ECON 112	Principles of Macroeconomic Theory	ECON 102
3.0	BFIN 244	Managerial Accounting	
	BFIN 341	Cost Accounting I	ACCT 375
3.0	BADM 302	Human Resource Management	
3.0	BADM 460	Business and Society	
3.0	BADM 470	Business Policy and Strategy	
3.0	BFIN 347	Financial Accounting III	ACCT 374
3.0	BFIN 451	Taxation II	ACCT 364
3.0		Core Business Course	
3.0		Core Business Course	
3.0		Core Business Course	
3.0	BADM 4XX	Business Elective	ACCT 369
3.0	BADM 3XX	Business Elective	ACCT 350
3.0		Business Elective	
3.0		Business Elective	
3.0		Business Elective	
3.0		Business Elective	
3.0		Breadth elective	
3.0		Breadth elective	
3.0		Breadth elective	
3.0		Breadth elective	
60.0			

3BA Degree
 nder (2021)

College of the Rockies Business Management Diploma - ACCT		Cap Core Transfer
Equivalent	Credit Earned	
English Composition	3.0	
	0.0	
Business Mathematics OR	3.0	
Finite Mathmatics OR		
Differential Calculus		
	0.0	
Business Law	3.0	
Computer applications in Business	3.0	
	0.0	
Advanced Professional Communication	3.0	
Microeconomics	3.0	
Intoductory Financial Accounting 1	3.0	
	0.0	
Business Management Review	3.0	
Statistics	3.0	
Corporate Finance 1 & 2	3.0	
	0.0	
Intoductory Financial Accounting 2	3.0	
Intermediate Financial Reporting 1	3.0	
Taxation 1	3.0	

	39.0	

Equivalent	Credit Earned
	0.0
Macroeconomics	3.0
	0.0
Introductory Management Accounting	3.0
	0.0
	0.0
	0.0
Intermediate Financial Reporting 2	3.0
Taxation 2	3.0
	0.0
	0.0
	0.0
Quantitative Methods in Business	3.0
Accounting Software Application	3.0
	0.0
	0.0
	0.0
	0.0
	0.0
	0.0
	0.0
	0.0
	0.0
	18.0
Total Transfer Credits	57.0

Block Transfer: COTR students with a completed credential in Business Management Diploma - ACCT will transfer 57 credits towards the BBA. Students may use additional transfer credit to fulfill other areas of requirement for the BBA up to 60 credits.

Students are to consult an academic advisor to plan remaining required courses to fulfill the BBA credential.

Students transferring to Capilano's School of Business without a completed credential will be assessed on a course by course basis and required to pick up all courses relevant to earn the BBA credential.

This color indicates a business elective

This color indicates a breadth elective

This color indicates a core business course