



SCHOOL OF BUSINESS



COLLEGE OF THE ROCKIES

MEMORANDUM OF UNDERSTANDING between Okanagan College and College of the Rockies regarding block transfer credit.

This Memorandum of Understanding constitutes an agreement between Okanagan College and College of the Rockies. The participating units at the respective institutions are the Okanagan School of Business at Okanagan College (OC) and the Department of Arts at College of the Rockies (COTR).

Objective of the Agreement:

Okanagan College agrees to facilitate the block transfer of students who hold the Associate of Arts degree from COTR into the 120 credit (40 course) Bachelor of Business Administration program at OC.

By this agreement, applicants from COTR who meet the requirements outlined below will be eligible for admission to OC with a block transfer into the 3rd year of the Bachelor of Business Administration (BBA) degree program.

Requirements:

Successful completion of an Associate of Arts degree from COTR with a minimum grade average of 67%. The successful completion of an Associate of Arts degree will give the transferring student 45 credits towards the Okanagan College BBA. Additional courses will be articulated and whenever possible, any undefined transfer credits will count towards the Bachelor of Business Administration requirements to avoid students from having to unnecessarily take additional courses to qualify for graduation

College of the Rockies agrees to:

- make information about this agreement and the OC Business Administration degree option available to students;
- provide opportunities for representatives of OC to visit appropriate forums at COTR to disseminate information about the OC Bachelor of Business Administration program;
- provide OC with updated information about the COTR Business Administration Diploma programs on an annual basis; and
- notify OC, with as much lead time as possible, about any changes to the Business Administration Diploma programs requirements that are anticipated or approved.

Okanagan College agrees:

- that applicants from the COTR who meet the requirements outlined above will be eligible for admission to OC with block transfer credit into the 3rd year of the Bachelor of Business Administration degree program;
- grant all applicants from COTR who meet the requirements outlined above transfer credits into the OC Bachelor of Business Administration as set out in Appendix A to this agreement;
- to whenever possible, count any undefined transfer credits towards the Bachelor of Business Administration requirements to avoid students from having to unnecessarily take additional courses to qualify for graduation;
- to provide COTR with updated information about the OC Bachelor of Business Administration program on an annual basis; and
- to notify COTR, with as much lead time as possible, about any changes to the Bachelor of Business Administration requirements that are anticipated or approved.

Other aspects of this agreement:

This block transfer agreement will be promoted by both OC and COTR and communicated to current and prospective students of both institutions, and to business and industry. Promotion will include, but not be limited to, publication in each institution's promotional and communication materials and the use of logos and direct linkages between institutional websites. Consent will be obtained before using the other party's logo or trademarks.

Liaison

Implementation of this agreement will be through the Registrar's Office at each institution, in consultation with the appropriate authorities in the respective programs.

Terms of the Agreement

This agreement shall be in place for a period of three years commencing Sept 1, 2018. At the end of this time, the agreement may be extended for an additional period of time subject to review and approval by OC and/or COTR. Either party may terminate this Memorandum of Understanding upon giving the other party 90 days advance notice in writing provided however that termination of this agreement shall not prejudice any student who has, as of the date of the notice either transferred or who has applied to transfer under the terms of this agreement.

OC in its sole discretion retains the right to limit the number of students admitted under this agreement.

This agreement signed on December 5, 2018

Original to be Signed By:



William Gillett, JD
Dean of Okanagan School of Business
Okanagan College



David Walls
President and CEO
College of the Rockies



Heather Hepworth
Interim Vice President Academic and Applied Research
College of the Rockies

Bachelor of Business Administration (BBA) Personal Degree Plan (PDP)

Graduation Requirement Checklist for Students Entering Business Administration January 1, 2018

Name: _____ Student # _____ Contact: _____

Required Courses	Credits		Notes
BUAD 111	Financial Accounting I	3	1 _____
BUAD 116	Marketing	3	2 _____
BUAD 123	Management Principles	3	3 _____
BUAD 128	Computer Applications I	3	4 _____
BUAD 195	Financial Management	3	5 _____
BUAD 209	Business Law	3	6 _____
BUAD 262	Organizational Behaviour	3	7 _____
BUAD 264	Management Accounting	3	8 _____
BUAD 269	Human Resources Management	3	9 _____
BUAD 272	Business Simulation or	3	10 _____
BUAD 293	Entrepreneurship (a)	3	11 _____
BUAD 315	Management Science	3	12 _____
BUAD 340	Strategic Management I	3	13 _____
BUAD 425	Business & Canadian Government Policy	3	14 _____
ECON 115	Principles of Microeconomics	3	15 _____
ECON 125	Principles of Macroeconomics	3	16 _____
CMNS 112	Professional Writing I	3	TRF 16 _ENGL_____
CMNS 122	Professional Writing II	3	TRF 17 _ENGL_____
MATH 114	Business Mathematics	3	18 _____
PHIL 350	Business Ethics	3	19 _____
STAT 124	Business Statistics (or STAT 121)	3	20 _____
Total Required Credits	60		<i>Note: Additional credits may be given dependent on exact course work completed at COTR</i>

Elective Courses			
Course #	Course Name		
UNCR 1 st		3	TRF 21 <u>Non-Business Elective, CMNS/ENGL recommended</u>
UNCR 1 st		3	TRF 22 <u>Non-Business Elective</u>
UNCR 1 st		3	TRF 23 <u>Non-Business Elective</u>
UNCR 1 st		3	TRF 24 <u>Non-Business or Business Elective</u>
UNCR 3 rd		3	TRF 25 <u>Non-Business or Business Elective – 300 or 400 level</u>
UNCR 3 rd		3	TRF 26 <u>Non-Business or Business Elective – 300 or 400 level</u>
UNCR 3 rd		3	TRF 27 <u>Non-Business or Business Elective – 300 or 400 level</u>
UNCR 3 rd		3	TRF 28 <u>Non-Business or Business Elective – 300 or 400 level</u>
BUAD 2 nd		3	TRF 29 <u>Business Elective</u>
BUAD 2 nd		3	TRF 30 <u>Business Elective</u>
BUAD 2 nd		3	TRF 31 <u>Business Elective</u>
BUAD 2 nd		3	TRF 32 <u>Business Elective</u>
		3	33 <u>Business Elective</u>
BUAD 3 rd		3	TRF 34 <u>Business Elective – 300 or 400 level</u>
		3	35 <u>Business Elective – 300 or 400 level</u>
		3	36 <u>Business Elective – 300 or 400 level</u>
		3	37 <u>Business Elective – 300 or 400 level</u>
		3	38 <u>Business Elective – 300 or 400 level</u>
		3	39 <u>Business Elective – 300 or 400 level</u>
		3	40 <u>Business Elective – 300 or 400 level</u>
Total Elective Credits	60		

Total Credits for BBA **120**

Honours BBA
Honours BBA requires BUAD 491 & 492 (see note)

(a) Tourism & Hospitality Management Degree Students must take BUAD 293 Entrepreneurship

Important notes and BBA Specialties requirements are listed on the back of this page.

Notes:	
With written permission of the Business Administration Department, other 100-level MATH, STAT, ENGL or CMNS courses may be substituted. STAT 121 is an approved substitute for STAT 124.	Business Credits: a minimum of 75 business credits are required, while a maximum of 90 are allowed. Business electives include all BUAD courses except BUAD 100, BUAD 107 and BUAD 113.
Non-Business Credits: a minimum of 30 are required, while a max of 45 are allowed. Non-business electives must be courses that are part of a diploma or degree program. COSC 122, MATH 111, MATH 120, & MATH 160 may not be used as electives in the BBA degree.	BBA Honours Program: To qualify for the honours degree students must complete BUAD 491 and complete BUAD 492 with a minimum grade of 76% and graduate from the BBA program with a minimum graduating grade average of 76%.
Accounting Speciality	
Required courses:	
BUAD 121	Financial Accounting II
BUAD 208	Canadian Income Tax I
BUAD 263	Intermediate Accounting I
BUAD 273	Intermediate Accounting II
Plus four of:	
BUAD 359	Accounting Theory
BUAD 363	Audit Planning
BUAD 365	Cost Accounting
BUAD 367	Fraud Examination
BUAD 368	Selected Topic: Advanced Accounting
BUAD 369	Canadian Income Tax II
BUAD 462	Advanced Financial Accounting
BUAD 463	Internal Control and Auditing
BUAD 466	Advanced Managerial Accounting
BUAD 469	Selected Topics: Advanced Accounting
Finance Speciality	
Eight courses from the following:	
BUAD 208	Canadian Income Tax I
BUAD 234	Risk & Retirement Planning
BUAD 235	Wealth Management and Estate Planning
BUAD 250	Canadian Securities
BUAD 251	Personal Financial Planning
BUAD 296	Long Term Capital Management
BUAD 350	Capital Markets
BUAD 353	Derivative Securities
BUAD 356	Contemporary Practices in Financial Planning
BUAD 360	Canadian Financial Institutions
BUAD 361	Selected Topics: Finance
BUAD 369	Canadian Income Tax II
BUAD 450	Investment Management
BUAD 461	Applied Corporate Finance
BUAD 468	Selected Topics: Finance
Management Speciality	
Required courses:	
BUAD 176	Professional Sales
BUAD 298	Small Business Management
BUAD 370	Leadership
BUAD 382	Operations Management
Plus four of:	
BUAD 201	Conflict Resolution and Negotiation
BUAD 283	Management Information Systems
BUAD 289	Purchasing and Materials Management
BUAD 305	Logistics and Supply Chain Management
BUAD 306	Managing Professional Service Firms
BUAD 307	Managing Innovation
BUAD 308	Multicultural Management
BUAD 309	Social Entrepreneurship
BUAD 331	Project Management
BUAD 334	Events Management and Marketing
BUAD 339	Selected Topics: Management
BUAD 341	Introduction to Non-Profit Management
BUAD 346	Environmentally Sustainable Enterprise
BUAD 440	Advanced Business Strategy
BUAD 410	Organization Change and Development
BUAD 412	Strategic Performance Management
BUAD 415	New Product Development
BUAD 439	Selected Topics: Management
BUAD 480	Strategic Management II
Human Resources Management Speciality	
Required courses:	
BUAD 246	Recruitment and Selection
BUAD 247	Training and Development
BUAD 248	Occupational Health and Safety
BUAD 375	Strategic Human Resource Planning
BUAD 376	Compensation and Benefits
Plus three of the following, with at least one at the 400 level:	
BUAD 201	Conflict Resolution and Negotiation
BUAD 279	Industrial Relations
BUAD 374	Employment Law
BUAD 379	Selected Topics: Human Resources
BUAD 410	Organization Change & Development
BUAD 411	HR Metrics & Analytics
BUAD 412	Strategic Performance Management
BUAD 479	Selected Topics: Human Resources Management
Tourism & Hospitality Management Speciality(a)	
Required courses:	
BUAD 206	The Business of Tourism
BUAD 215	Restaurant Management
BUAD 220	Hotel Management
BUAD 230	Wine and Culinary Tourism
Plus four of:	
BUAD 308	Multicultural Management
BUAD 332	Selected Topics: Tourism and Hospitality
BUAD 351	Tourism Planning and Development
BUAD 358	Global Trends in Tourism and Hospitality
BUAD 432	Selected Topics: Tourism and Hospitality
BUAD 449	Sustainable Tourism and Stewardship
Consider the following courses when selecting additional electives: BUAD 309, 335, 392, 334, 336, 345, 370, 390 or 470	
Marketing Speciality	
Required courses:	
BUAD 176	Professional Sales
BUAD 200	Digital Marketing
BUAD 210	Introduction to Marketing Research *
BUAD 266	Advertising & Marketing Communications
Plus four of:	
BUAD 278	Marketing Management
BUAD 297	Retailing
BUAD 305	Logistics and Supply Chain Management
BUAD 333	Search Marketing
BUAD 334	Events Management and Marketing
BUAD 335	Electronic Commerce
BUAD 336	Services Marketing
BUAD 338	Selected Topics: Marketing
BUAD 344	Marketing Analytics and Data Analysis *
BUAD 345	Consumer Behaviour
BUAD 415	New Product Development
BUAD 438	Selected Topics: Marketing
BUAD 470	Customer Relationship Management
Other Business 300/400 Electives:	
BUAD 330 International Business	
BUAD 390 Properties Management	
BUAD 401 International Trade Management	
BUAD 430 Institutions of International Trade	
Honours (All Specialities) Required Courses:	
BUAD 491 Business Research Methods / BUAD 492 Business Res Project 201	
* Students with credit for BUAD 268: Marketing Research are NOT required to take BUAD 210 or 344 and must complete five marketing electives instead of four. Students with credit for BUAD 268 must complete five marketing electives, one of which may be BUAD 344.	