

## MEMORANDUM OF UNDERSTANDING REGARDING BLOCK TRANSFER



College of the Rockies  
Cranbrook, BC

and

Board of Governors of Bow Valley College  
Calgary, AB



This memorandum of understanding constitutes an agreement between Bow Valley College and College of the Rockies.

### **Objective of the Agreement:**

College of the Rockies (COTR) agrees to facilitate the block transfer of students from Bow Valley College (BVC) Business Administration Diploma-Accounting major, Integrated Marketing Communications major, General Business major and Financial major programs into the 120 credit COTR Bachelor of Business Administration in Sustainable Business Practices degree. By this agreement, applicants from Bow Valley College who meet the requirements outlined below will be eligible for admission to COTR with full block transfer, provided all other entrance criteria are met and space remains available in the Bachelor of Business Administration in Sustainable Business Practices degree.

### **Terms of Agreement**

- Block transfer tables attached
  - (Appendix A- Accounting Major Diploma)
  - (Appendix B- Integrated Marketing Communications Major Diploma)
  - (Appendix C- General Business Major Diploma)
  - (Appendix D- Financial Major Diploma)

As a partner to this agreement, Bow Valley College agrees:

- To provide opportunity for representatives of COTR to visit appropriate forums at BVC to disseminate information about this degree program and other unique COTR programs;
- To notify COTR when changes are made to the Business Administration Diploma programs curriculum; and
- To provide COTR with updated information about the BVC programs on an annual basis.

As a partner to the agreement, College of the Rockies agrees:

- To provide students holding an Accounting, Integrated Marketing Communications, General Business or Financial Diplomas from BVC with academic acceptance into the Bachelor of Business Administration in Sustainable Business Practices degree at COTR;
- Whenever possible, to count any undefined transfer credits towards the Bachelor of Business Administration in Sustainable Business Practices degree requirements to minimize the need to take additional courses to qualify for graduation; and
- To provide BVC with annual updates on the COTR programs.

### **Provisions**

- This transfer agreement features guaranteed admission into the 3rd year of the Bachelor of Business in Sustainable Business Practices degree for students who have successfully completed all of the courses in the agreement with a Bow Valley College GPA of 2.33 (C+) with a minimum grade of C on transferred courses.

### **Exchange of Information:**

Both parties will update the other with respect to changes in their courses and programs that are anticipated or approved.

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

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

### **Duration and Termination of the Agreement**

This agreement shall be in place for a period of three years commencing January 1, 2022. At the end of this time, the agreement will be subject to review and renewal by the parties. Each partner will notify the other transfer partner of any impediments, with the goal of negotiating a new agreement. Final approval of the agreement will remain with the President of College of the Rockies.

This MOU may be terminated by either Party by giving written notice of its intention at least eight months prior to termination.

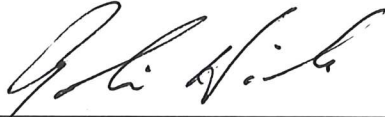
College of the Rockies retains the right to limit the number of students admitted under this agreement.

*On behalf of College of the Rockies:*



Paul Vogt, President and CEO

Date



Robin Hicks, VP Academic and Applied Research

*April 22, 2022*

Date

*On behalf of Board of Governors of Bow Valley College:*

**Michael Crowe**

Digitally signed by Michael Crowe  
Date: 2022.04.21 15:20:35 -06'00'

Michael Crowe, MSc. Vice President Academic

Date

## Transfer Agreement

Between  
Bow Valley College



and  
College of the Rockies



**Name of Program:** Business Administration Diploma-Accounting Major

**Effective:** January 1, 2022

**Renewal Date:** January 1, 2025

The table below outlines the course-by course or block transfer arrangements. With appropriate selection, students completing requirements for the Business Administration Diploma-Accounting Major program at Bow Valley College will be eligible for 63 transfer credits at the College of the Rockies towards the Bachelor of Business Administration in Sustainable Business Practices degree program.

	<b>Bow Valley College Program Requirements (Course-Credit)</b>		<b>COTR/Transfer Arrangement (Course-Credit)</b>
<b>Year One</b>	<b>Core Curriculum</b>		
ACCT 1103	Introduction Financial Accounting (3)	ACCT 261 ACCT 262	Accounting 1 (3) Accounting 2 (3)
HRES 1101	Organizational Behavior (3)	MGMT 216	Organizational Behaviour (3)
HRES 2201	Intro to Human Resources (3)	MGMT 302	300-400 Business Elective (3)
MGMT 1101	Introduction to Management (3)	MGMT 204	100-200 Business Elective (3)
MGMT 1102	Corporate Social Responsibility (3)	MGMT 2XX	100- 200 Business Elective (3)
MGMT 1201	Business Communication (3)	COMC 101	Technical and Professional Writing (3)
MGMT 1401	Microeconomics (3)	ECON 101	Microeconomics (3)
MGMT 1601	Business Law (3)	MGMT 212	Business Law (3)
MGMT 2401	Macroeconomics (3)	ECON 102	Macroeconomics (3)
MKTG 1101	Introduction to Marketing (3)	MKTG 281	Principles of Marketing (3)
MGMT 2998	Business Strategy (3)	MGMT 411	Business Management Review (3)
<b>Year Two</b>	<b>Accounting</b>		
ACCT 2101	Intermediate Financial Accounting 1 (3)	ACCT 373	Intermediate Accounting 1 (3)
ACCT 2102	Intermediate Financial Accounting II (3)	ACCT 374	Intermediate Accounting 2 (3)
ACCT 2201	Managerial Accounting I (3)	ACCT 375	Management Accounting 1 (3)
ACCT 2202	Managerial Accounting II (3)	ACCT 376	Management Accounting 2 (3)
ACCT 2301	Taxation (3)	ACCT 363	Introduction to Personal Taxation (3)



## Appendix A

FNSR 2201	Business Finance (3)	ACCT 371	Managerial Finance 1 (3)
MGMT 2501	Introduction to Statistics (3)	STAT 106	Statistics (3)
Choose the following elective courses:			
MGMT 2302	Computerized Accounting for Management (3)	ACCT 350	Accounting Software Applications (3)
	Elective (3)		Elective transferability will be determined based on course selection (3)
	<b>Total Credits 60</b>		<b>Total Credits 63</b>

### **Provisions:**

Students will be required to maintain a 65% average or GPA of 4.0 with a minimum mark of 60% or C in each course in the BBA program before being permitted to enroll in MGMT 470.

**Students will be required to complete the following course load to obtain their Bachelor of Business Administration in Sustainable Business Practices degree:**

<i>Course</i>	<i>Description</i>	<i>Certification</i>	<i>Credit</i>
COMC 102	Advanced Professional Communications (3)	Certificate	3
COMP 153	Introduction to Data Processing	Certificate	3
ENGL 100	1 <sup>st</sup> year English course	Certificate	3
MATH 1 <sup>st</sup> year	First year Math course	Certificate	3
MGMT 303	Business Ethics	Diploma	3
MGMT 318	Research Methods	Diploma	3
2-100-200 level business course	Refer to COTR calendar for examples	Degree	6

<i>General Education Requirements</i>			
2 Social Science or Humanities	ANTH, CRIM, ECON, ENST, FNST, HIST, LING, MATH, RELG, ENGL, FREN, KTUN, PHIL, POLI, PSYC, SOCI, SPAN	Degree	6
2 Laboratory Science	CHEM, GEOG, GEOL, PHYS, BIOL, COMP,	Degree	6
2 Electives	Refer to COTR calendar for examples	Degree	6
COTR residency requirements are 25%; therefore students are required to take 5 courses or 15 credits from the above mentioned list of courses at the COTR. The remaining courses may be taken at COTR or elsewhere and <i>may</i> be transferrable into COTR. Please refer to COTR transfer site for more information: <a href="http://www.cotr.bc.ca/Transfer/">http://www.cotr.bc.ca/Transfer/</a> . <b>Note:</b> Transfer credit accepted by COTR may not be accepted by another institution and conversely transfer credit accepted at another institution may not be accepted at COTR.			<b>42</b>

<i>Sustainability Requirements: <b>Must be taken at College of the Rockies</b></i>			
MGMT 310	Sustainability Theory and Metrics	Degree	3
MGMT 410	Managing Sustainable Operations	Degree	3
MGMT 470	Sustainable Business and Project Development and Research	Degree	4
MGMT 480	Sustainable Business Project Implementation	Degree	3
MGMT 490	Sustainable Business Project Evaluation and Presentation	Degree	2
	<b>Total Credits</b>		<b>57</b>

## Transfer Agreement

between  
Bow Valley College



and  
College of the Rockies



**Name of Program:** Business Administration Diploma- Integrated Marketing Communication Major

**Effective:** January 1, 2022

**Renewal Date:** January 1, 2025

The table below outlines the course-by course or block transfer arrangements. With appropriate selection, students completing requirements for the Business Administration Diploma-Integrated Marketing Communications Major program at Bow Valley College will be eligible for 63 transfer credits at the College of the Rockies towards the Bachelor of Business Administration in Sustainable Business Practices degree program.

	<b>Bow Valley College Program Requirements (Course-Credit)</b>		<b>COTR/Transfer Arrangement (Course-Credit)</b>
<b>Year One</b>	<b>Core Curriculum</b>		
ACCT 1103	Financial Accounting Principles (3)	ACCT 261 ACCT 262	Accounting 1 (3) Accounting 2 (3)
HRES 1101	Organizational Behavior (3)	MGMT 216	Organizational Behaviour (3)
HRES 2201	Intro to Human Resources (3)	MGMT 302	300-400 Business Elective (3)
MGMT 1101	Introduction to Management (3)	MGMT 204	100-200 Business Elective (3)
MGMT 1102	Corporate Social Responsibility (3)	MGMT 2XX	100-200 Business Elective (3)
MGMT 1201	Business Communications (3)	COMC 101	Technical and Professional Writing (3)
MGMT 1401	Microeconomics (3)	ECON 101	Microeconomics (3)
MGMT 1601	Business Law (3)	MGMT 212	Business Law (3)
MGMT 2401	Macroeconomics (3)	ECON 102	Macroeconomics (3)
MKTG 1101	Introduction to Marketing (3)	MKTG 281	Principles of Marketing (3)
MGMT 2998	Business Strategy (3)	MGMT 411	Business Management Review (3)
<b>Year Two</b>	<b>Marketing</b>		
MGMT 2102	Project Management (3)	MGMT 2XX	100-200 Business Elective (3)



MKTG 2203	Selling and the Customer Experience (3)	MKTG 2XX	100-200 Business Elective (3)
MKTG 2302	Advertising (3)	MKTG 2XX	100-200 Business Elective (3)
MKTG 2303	Integrated Marketing Communications (3)	MKTG 289	100-200 Business Elective (3)
PREL 2101	Public Relations (3)	MGMT 3XX	100-200 Business Elective (3)
PREL 2103	Digital and Emerging Media (3)	MKTG 3XX	300-400 Business Elective (3)
PREL 2104	Content Marketing and Copywriting (3)	MKTG 3XX	300-400 Business Elective (3)
TOUR 2205	Event Marketing (3)	TOUR 2XX	100-200 Elective (3)
	Elective (3)		Elective transferability will be determined based on course selection (3)
	<b>Total Credits 60</b>		<b>Total Credits 63</b>

**Provisions:**

Students will be required to maintain a 65% average or GPA of 4.0 with a minimum mark of 60% or C in each course in the BBA program before being permitted to enroll in MGMT 470.

**Students will be required to complete the following course load to obtain their Bachelor of Business Administration in Sustainable Business Practices degree:**

<i>Course</i>	<i>Description</i>	<i>Certification</i>	<i>Credit</i>
COMC 102	Advanced Professional Communications (3)	Certificate	3
COMP 1 <sup>st</sup> year	1 <sup>st</sup> year Computer course	Certificate	3
ACCT 265	Managerial Accounting for Non-Accountants	Diploma	3
ENGL 100	1 <sup>st</sup> year English course	Certificate	3
MATH 1s year	1 <sup>st</sup> year Math course	Certificate	3
MGMT 303	Business Ethics	Diploma	3
MGMT 318	Research Methods	Diploma	3
STAT 106	Statistics	Diploma	3
2- 300-400 level business course	Refer to COTR calendar for examples	Degree	6

<i>General Education Requirements</i>			
2 Social Science or Humanities	ANTH, CRIM, ECON, ENST, FNST, HIST, LING, MATH, RELG, ENGL, FREN, KTUN, PHIL, POLI, PSYC, SOCI, SPAN	Degree	6
2 Laboratory Science	CHEM, GEOG, GEOL, PHYS, BIOL, COMP,	Degree	6
Elective	Refer to COTR calendar for examples	Degree	0
COTR residency requirements are 25%; therefore, students are required to take 5 courses or 15 credits from the above mentioned list of courses at the COTR. The remaining courses may be taken at COTR or elsewhere and <i>may</i> be transferrable into COTR. Please refer to COTR transfer site for more information: <a href="http://www.cotr.bc.ca/Transfer/">http://www.cotr.bc.ca/Transfer/</a> . <b>Note:</b> Transfer credit accepted by COTR may not be accepted by another institution and conversely transfer credit accepted at another institution may not be accepted at COTR.			<b>42</b>

## Appendix B

<i>Sustainability Requirements: <b>Must be taken at College of the Rockies</b></i>			
MGMT 310	Sustainability Theory and Metrics	Degree	3
MGMT 410	Managing Sustainable Operations	Degree	3
MGMT 470	Sustainable Business and Project Development and Research	Degree	4
MGMT 480	Sustainable Business Project Implementation	Degree	3
MGMT 490	Sustainable Business Project Evaluation and Presentation	Degree	2
	<b>Total Credits</b>		<b>57</b>



## Transfer Agreement

between

Bow Valley College



and

College of the Rockies

**Name of Program:** Business Administration Diploma- General Business Major**Effective:** January 1, 2022**Renewal Date:** January 1, 2025

The table below outlines the course-by course or block transfer arrangements. With appropriate selection, students completing requirements for the Business Administration Diploma- General Business Major program at Bow Valley College will be eligible for 63 transfer credits at the College of the Rockies towards the Bachelor of Business Administration in Sustainable Business Practices degree program.

	<b>Bow Valley College Program Requirements (Course-Credit)</b>		<b>COTR/Transfer Arrangement (Course-Credit)</b>
<b>Year One</b>	<b>Core Curriculum</b>		
ACCT 1103	Financial Accounting Principles (3)	ACCT 261 ACCT 262	Accounting 1 (3) Accounting 2 (3)
HRES 1101	Organizational Behavior (3)	MGMT 216	Organizational Behaviour (3)
HRES 2201	Intro to Human Resources (3)	MGMT 302	300-400 Business Elective (3)
MGMT 1101	Introduction to Management (3)	MGMT 204	100-200 Business Elective (3)
MGMT 1102	Corporate Social Responsibility (3)	MGMT 2XX	100-200 Business Elective (3)
MGMT 1201	Business Communications (3)	COMC 101	Technical and Professional Writing (3)
MGMT 1401	Microeconomics (3)	ECON 101	Microeconomics (3)
MGMT 1601	Business Law (3)	MGMT 212	Business Law (3)
MGMT 2401	Macroeconomics (3)	ECON 102	Macroeconomics (3)
MKTG 1101	Introduction to Marketing (3)	MKTG 281	Principles of Marketing (3)
<b>Year Two</b>			
ACCT 2201	Management Accounting I (3)	ACCT 375	Management Accounting (3)
MGMT 2998	Business Strategy (3)	MGMT 411	Business Management Review (3)
HRES 2101	Change Management (3)	MGMT 2XX	100-200 Business Elective (3)
HRES 2303	Occupational Health and Safety (3)	MGMT 1XX	100-200 Business Elective (3)
MGMT 2301 or MGMT 1302	Microsoft Excel (3) or Computer Applications (3)	COMP 2XX or COMP 2XX	100-200 Business Elective (3)

<b><i>Suggested course selection for Seamless Entry</i></b>			
FNSR2201	Business Finance (3)	ACCT 371	Managerial Finance 1 (3)
MGMT 2501	Introduction to Statistics (3)	STAT 106	Statistics (3)
MKTG 2303	Integrated Marketing Communications (3)	MKTG 289	Integrated Marketing Communications (3)
MGMT 2901	Introduction to Entrepreneurship (3)	MGMT 316	Entrepreneurship and Small Business Management (3)
	Elective (3)	Elective transferability will be determined based on course selection (3)	
	<b>Total Credits 60</b>		<b>Total Credits 63</b>

**Provisions:**

Students will be required to maintain a 65% average or GPA of 4.0 with a minimum mark of 60% or C in each course in the BBA program before being permitted to enroll in MGMT 470.

**Students will be required to complete the following course load to obtain their Bachelor of Business Administration in Sustainable Business Practices degree:**

<i>Course</i>	<i>Description</i>	<i>Certification</i>	<i>Credit</i>
ACCT 265	Managerial Accounting for Non-Accountants	Diploma	3
COMC 102	Advanced Professional Communications (3)	Certificate	3
COMP 1 <sup>st</sup> year	1 <sup>st</sup> year Comp course	Certificate	3
ENGL 100	1 <sup>st</sup> year English course	Certificate	3
MATH 1 <sup>st</sup> year	1 <sup>st</sup> year Math course	Certificate	3
MGMT 303	Business Ethics	Diploma	3
MGMT 318	Research Methods	Diploma	3
2 300-400 level business course	Refer to COTR calendar for examples	Degree	6

<b><i>General Education Requirements</i></b>			
2 Social Science or Humanities	ANTH, CRIM, ECON, ENST, FNST, HIST, LING, MATH, RELG, ENGL, FREN, KTUN, PHIL, POLI, PSYC, SOCI, SPAN	Degree	6
2 Laboratory Science	CHEM, GEOG, GEOL, PHYS, BIOL, COMP,	Degree	6
Elective	Refer to COTR calendar for examples	Degree	3
COTR residency requirements are 25%; therefore students are required to take 5 courses or 15 credits from the above mentioned list of courses at the COTR. The remaining courses may be taken at COTR or elsewhere and <i>may</i> be transferrable into COTR. Please refer to COTR transfer site for more information: <a href="http://www.cotr.bc.ca/Transfer/">http://www.cotr.bc.ca/Transfer/</a> . <b>Note:</b> Transfer credit accepted by COTR may not be accepted by another institution and conversely transfer credit accepted at another institution may not be accepted at COTR.			<b>42</b>

## Appendix C

<i>Sustainability Requirements: <b>Must be taken at College of the Rockies</b></i>			
MGMT 310	Sustainability Theory and Metrics	Degree	3
MGMT 410	Managing Sustainable Operations	Degree	3
MGMT 470	Sustainable Business and Project Development and Research	Degree	4
MGMT 480	Sustainable Business Project Implementation	Degree	3
MGMT 490	Sustainable Business Project Evaluation and Presentation	Degree	2
	<b>Total Credits</b>		<b>57</b>



## Transfer Agreement

between

Bow Valley College



and

College of the Rockies

**Name of Program:** Business Administration Diploma- Financial Major**Effective:** January 1, 2022**Renewal Date:** January 1, 2025

The table below outlines the course-by course or block transfer arrangements. With appropriate selection, students completing requirements for the Business Administration Diploma-Financial Major program at Bow Valley College will be eligible for 63 transfer credits at the College of the Rockies towards the Bachelor of Business Administration in Sustainable Business Practices degree program.

	<b><i>Bow Valley College Program Requirements (Course-Credit)</i></b>		<b><i>COTR/Transfer Arrangement (Course-Credit)</i></b>
<b>Year One</b>	<b>Core Curriculum</b>		
ACCT 1103	Financial Accounting Principles (3)	ACCT 261 ACCT 262	Accounting 1 (3) Accounting 2 (3)
HRES 1101	Organizational Behavior (3)	MGMT 216	Organizational Behaviour (3)
HRES 2201	Intro to Human Resources (3)	MGMT 302	300-400 Business Elective (3)
MGMT 1101	Introduction to Management (3)	MGMT 204	100-200 Business Elective (3)
MGMT 1102	Corporate Social Responsibility (3)	MGMT 2XX	100-200 Business Elective (3)
MGMT 1201	Business Communications (3)	COMC 101	Technical and Professional Writing (3)
MGMT 1401	Microeconomics (3)	ECON 101	Microeconomics (3)
MGMT 1601	Business Law (3)	MGMT 212	Business Law (3)
MGMT 2401	Macroeconomics (3)	ECON 102	Macroeconomics (3)
MKTG 1101	Introduction to Marketing (3)	MKTG 281	Principles of Marketing (3)
MGMT 2998	Business Strategy (3)	MGMT 411	Business Management Review (3)
<b>Year Two</b>	<b>Finance</b>		
FNSR 2201	Business Finance (3)	ACCT 371	Managerial Finance 1 (3)
FNSR 2301	Financial Markets & Products (3)	FINS 2XX	100-200 Business Elective (3)
FNSR 2302	Personal Financial Planning I (3)	FINS 215	Personal Financial Planning (3)
FNSR 2303	Investment Funds in Canada (3)	FINS 3XX	300-400 Business Elective (3)
FNSR 2304	Personal Financial Planning II (3)	FINS 2XX	100-200 Business Elective (3)

## Appendix D

MKTG 2203	Selling and the Customer Experience (3)	MKTG 2XX	100-200 Business Elective (3)
<b>Choose 2 of the following: STAT 106 is recommended</b>			
ACCT 2303	Personal and Corporate Taxation (3)	ACCT 363/ACCT 364	Taxation 1 (3) and Taxation 2 (3)
FNSR 2101	Introduction to Insurance and Risk Management (3)	FINS 3XX	300-400 Business Elective (3)
MGMT 2501	Introduction to Statistics (3)	STAT 106	Statistics (3)
	Elective (3)		Elective transferability will be determined based on course selection (3)
	<b>Total Credits 60</b>		<b>Total Credits 63-66</b>

### **Provisions:**

Students will be required to maintain a 65% average or GPA of 4.0 with a minimum mark of 60% or C in each course in the BBA program before being permitted to enroll in MGMT 470.

**Students will be required to complete the following course load to obtain their Bachelor of Business Administration in Sustainable Business Practices degree:**

<i>Course</i>	<i>Description</i>	<i>Certification</i>	<i>Credit</i>
ACCT 265	Managerial Accounting for Non-Accountants	Diploma	3
COMC 102	Advanced Professional Communications (3)	Certificate	3
COMP 1 <sup>st</sup> year	1 <sup>st</sup> year computer course	Certificate	3
ENGL 100	1 <sup>st</sup> year English course	Certificate	3
MATH 1 <sup>st</sup> year	1 <sup>st</sup> year Math course	Certificate	3
MGMT 303	Business Ethics	Diploma	3
MGMT 328	Research Methods	Diploma	3
2-1- 300-400 level business course	Refer to COTR calendar for examples	Degree	6-3

<i>General Education Requirements</i>			
2 Social Science or Humanities	ANTH, CRIM, ECON, ENST, FNST, HIST, LING, MATH, RELG, ENGL, FREN, KTUN, PHIL, POLI, PSYC, SOCI, SPAN	Degree	6
2 Laboratory Science	CHEM, GEOG, GEOL, PHYS, BIOL, COMP,	Degree	6
Elective	Refer to COTR calendar for examples	Degree	3
COTR residency requirements are 25%; therefore students are required to take 5 courses or 15 credits from the above mentioned list of courses at the COTR. The remaining courses may be taken at COTR or elsewhere and <i>may</i> be transferrable into COTR. Please refer to COTR transfer site for more information: <a href="http://www.cotr.bc.ca/Transfer/">http://www.cotr.bc.ca/Transfer/</a> . <b>Note:</b> Transfer credit accepted by COTR may not be accepted by another institution and conversely transfer credit accepted at another institution may not be accepted at COTR.			<b>42-39</b>

Appendix D

<i>Sustainability Requirements: <b>Must be taken at College of the Rockies</b></i>			
MGMT 310	Sustainability Theory and Metrics	Degree	3
MGMT 410	Managing Sustainable Operations	Degree	3
MGMT 470	Sustainable Business and Project Development and Research	Degree	4
MGMT 480	Sustainable Business Project Implementation	Degree	3
MGMT 490	Sustainable Business Project Evaluation and Presentation	Degree	2
<b>Total Credits</b>			<b>57-54</b>