

## MEMORANDUM OF UNDERSTANDING REGARDING BLOCK TRANSFER



between  
College of the Rockies  
Cranbrook, BC

coast  
mountain  
college



and

Coast Mountain College  
Terrace, BC

This memorandum of understanding constitutes an agreement between Coast Mountain College and College of the Rockies.

### Objective of the Agreement:

College of the Rockies (COTR) agrees to facilitate the block transfer of students from Coast Mountain College (CMTN), Business Administration – Accounting Concentration and General Management Concentration programs, with appropriate prerequisite qualifications into the 120 credit COTR Bachelor of Business Administration in Sustainable Business Practices degree. By this agreement, applicants from CMTN 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- Business Administration Diploma- Accounting)
  - (Appendix B- Business Administration Diploma- General Management)

As a partner to this agreement, CMTN agrees:

- To provide opportunity for representatives of COTR to visit appropriate forums at CMTN to disseminate information about the COTR programs;
- To notify COTR when changes are made to the Business Administration – Accounting Concentration and General Management Concentration program curriculum; and
- To provide COTR with updated information annually about the CMTN programs.

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

- To provide students holding the Business Administration – Accounting Concentration and General Management Concentration programs from CMTN 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 avoid students from having to unnecessarily take additional courses to qualify for graduation; and
- To provide CMTN with updated information about the COTR programs on an annual basis.

### 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 CMTN 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.


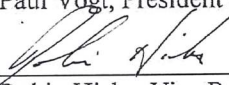
### Duration and Termination of the Agreement

This agreement shall be in place for three years commencing January 1, 2021. The agreement will then be subject to review and renewal. If there are impediments to renewal, COTR will notify the transfer partner of the impediments, with the goal of negotiating a new agreement. Final approval of the agreement will remain with the President of College of the Rockies.

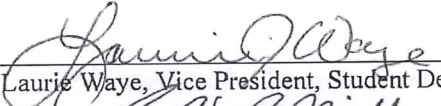
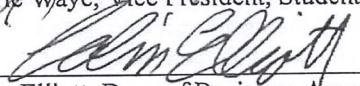
This MOU may be terminated by either Party at any time provided that the terminating Party gives written notice of its intention at least six months prior to termination.

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

On behalf of College of the Rockies:

	<i>March 8 - 2021</i>
Paul Vogt, President and CEO	Date
	March 8, 2021
Robin Hicks, Vice President Academic and Applied Research	Date

On behalf of Coast Mountain College:

	<i>Feb 22, 2021</i>
Laurie Wayne, Vice President, Student Development and International	Date
	22 February 2021
Colin Elliott, Dean of Business, Access Education and Libraries	Date

COLLEGE OF  
THE ROCKIES

## Transfer Agreement

coast  
mountain  
college

between  
Coast Mountain College  
and  
College of the Rockies

Effective: January 1, 2021

Renewal Date: January 1, 2024

The table below outlines the course-by course or block transfer arrangements. With appropriate selection, students completing requirements for the Business Administration Diploma – Accounting Concentration program at Coast Mountain College will be eligible for 60 transfer credits at the College of the Rockies towards the Bachelor of Business Administration in Sustainable Business Practices degree program.

Name of Program: Business Administration Diploma – Accounting Concentration

	<i>Coast Mountain College Program Requirements (Course- Credit)</i>		<i>COTR/Transfer Arrangement (Course-Credit)</i>
	<b>1<sup>st</sup> year Certificate requirements</b>		
ACCT 150	Financial Accounting 1 (3)	ACCT 261	Accounting 1 (3)
BCPT 150	Business Computers (3)	COMP 153	Introduction to Data Processing (3)
BENG 150	Business Communications (3)	COMC 102	Advanced Professional Communications (3)
BLAW 152	Business Law (3)	MGMT 212	Business Law (3)
ECON 150	Microeconomics (3)	ECON 101	Microeconomics (3)
ECON 151	Macroeconomics (3)	ECON 102	Macroeconomics (3)
MARK 150	Introduction to Marketing (3)	MKTG 281	Principles of Marketing (3)
MATH 150	Mathematics of Finance (3)	MATH 111	Business Mathematics (3)
MGMT 150	Principles of Management (3)	MGMT 204	Principles of Management (3)
	<b><i>Suggested Elective for Seamless Entry</i></b>		<b>Ensure prerequisites are met prior to taking the course</b>
ACCT 151	Financial Accounting 2 (3)	ACCT 262	Accounting 2 (3)
	<b>Subtotal Credits (30)</b>		<b>Subtotal Credits (30)</b>
ACCT 250	Intermediate Financial Accounting (3)	ACCT 373	Intermediate Accounting 1 (3)
ACCT 251	Intermediate Financial Accounting 2 (3)	ACCT 374	Intermediate Accounting 2 (3)
ACCT 252	Management Accounting 1 (3)	ACCT 375	Management Accounting 1 (3)
ACCT 253	Management Accounting 2 (3)	ACCT 376	Management Accounting 2 (3)
BFIN 250	Business Finance (3)	ACCT 371	Managerial Finance 1 (3)
BFIN 251	Business Finance 2 (3)	ACCT 372	Managerial Finance 2 (3)
BSIM 250 Or BPOL 250	Business Management Simulation or Business Policy (3)	MGMT 411	Business Management Review (3)

## Appendix A

MATH 251	Statistics (3)	STAT 106	Statistics (3)
MGMT 251	Organizational Behavior (3)	MGMT 216	Organizational Behavior (3)
	<i>Choose one business administration elective from the list below for seamless entry</i>		Ensure prerequisites are met prior to taking the course
MGMT 201	Entrepreneurship (3)	MGMT 316	Entrepreneurship and Small Business Management (3)
MGMT 255	Human Resource Management (3)	MGMT 302	Human Resource Management (3)
	<b>Total Credits 60</b>		<b>Total Credits 60</b>

### **Provisions:**

Students will be required to maintain a 65% average or COTR 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>
ENGL 100	English Composition	Certificate	3
*MGMT 303	Business Ethics	Diploma	3
MGMT 318	Research Methods	Diploma	3
5 -100-200 level business course	Refer to COTR calendar for examples	Degree	15

<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
3 US Elective	Refer to COTR calendar for examples	Degree	9
COTR residency requirements for the BBA degree are 25% of 120 credits, or 30 credits. Therefore, students are required to take at least 30 credits at COTR, including 15 credits from the list above and 15 credits in sustainability requirements (see list below). The remaining courses may be taken at COTR or elsewhere, provided they are transferable to 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>45</b>
<i>Sustainability Requirements: Must be taken at College of the Rockies</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>60</b>

## Appendix A

*\*Please note that CMTN ETHC 150, Business Ethics transfers to COTR MGMT 303, Business Ethics.*

*Additional courses that are acceptable transfer courses:*

*CMTN INTB 200, International Business (3)*

*transfers to COTR MGMT 2XX (3)*

*CMTN ECOM 250, Electronic Commerce (3)*

*transfers to COTR MGMT 2XX (3)*

*CMTN BCPT 200, Accounting Information Session (3)*

*transfers to COTR ACCT 3XX (3)*

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The table below outlines the course-by course or block transfer arrangements. With appropriate selection, students completing requirements for the Business Administration Diploma – General Management Concentration program at Coast Mountain College will be eligible for 60 transfer credits at the College of the Rockies towards the Bachelor of Business Administration in Sustainable Business Practices degree program.

Name of Program: Business Administration Diploma – General Management Concentration

	<b>CMTN Program Requirements (Course-Credit)</b>		<b>COTR/Transfer Arrangement (Course-Credit)</b>
	<b>1<sup>st</sup> year Certificate requirements</b>		
ACCT 150	Financial Accounting 1 (3)	ACCT 261	Accounting 1 (3)
BCPT 150	Business Computers (3)	COMP 153	Introduction to Data Processing (3)
BENG 150	Business Communications (3)	COMC 102	Advanced Professional Communications (3)
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MATH 150	Mathematics of Finance (3)	MATH 111	Business Mathematics (3)
MGMT 150	Principles of Management (3)	MGMT 204	Principles of Management (3)
	<b><i>Suggested Elective for Seamless Entry</i></b>		<b><i>Ensure prerequisites are met prior to taking the course</i></b>
ACCT 151	Financial Accounting 2 (3)	ACCT 262	Accounting 2 (3)
	<b>Subtotal Credits (30)</b>		<b>Subtotal Credits (30)</b>
ACCT 252	Management Accounting 1 (3)	ACCT 375	Management Accounting 1 (3)
BFIN 250	Business Finance (3)	ACCT 371	Managerial Finance 1 (3)
BSIM 250 Or BPOL 250	Business Management Simulation or Business Policy (3)	MGMT 411	Business Management Review (3)
MGMT 251	Organizational Behavior (3)	MGMT 216	Organizational Behavior (3)
	<b><i>Suggested 3 Electives for Seamless Entry</i></b>		<b><i>Ensure prerequisites are met prior to taking the course</i></b>
MGMT 201	Entrepreneurship (3)	MGMT 316	Entrepreneurship and Small Business Management (3)
MGMT 255	Human Resource Management (3)	MGMT 302	Human Resource Management (3)
MATH 251	Statistics (3)	STAT 106	Statistics (3)

## Appendix B

	<i>Choose 3- 200 Level Electives from the list below</i>		
ECOM 251	Internet Marketing (3)	MKTG 2XX	100-200 Business Elective (3)
ECOM 250	Electronic Commerce (3)	MGMT 2XX	100-200 Business Elective (3)
INTB 200	International Business (3)	MGMT 2XX	100-200 Business Elective (3)
MARK 250	Social Media Marketing (3)	MKTG 2XX	100-200 Business Elective (3)
MARK 251	Advertising (3)	MKTG 289	Integrated Marketing Communications (3)
MGMT 252	Credit & Collections (3)	MGMT 2XX	100-200 Business Elective (3)
MGMT 253	Labour Relations (3)	MGMT 2XX	100-200 Business Elective (3)
MGMT 257	Recruitment & Selection (3)	MGMT 2XX	100-200 Business Elective (3)
MGMT 258	Organizational Training & Development (3)	MGMT 2XX	100-200 Business Elective (3)
MGMT 259	Compensation and Benefits (3)	MGMT 2XX	100-200 Business Elective (3)
	<b>Total Credits 60</b>		<b>Total Credits 60</b>

### Provisions:

Students will be required to maintain a 65% average or COTR 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>
ENGL 100	English Composition	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
3-300-400 level business course	Refer to COTR calendar for examples	Degree	9

<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
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<i>Sustainability Requirements: Must be taken at College of the Rockies</i>			
MGMT 310	Sustainability Theory and Metrics	Degree	3
MGMT 410	Managing Sustainable Operations	Degree	3

Appendix B

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>60</b>

*\*Please note that CMTN ETHC 150, Business Ethics transfers to COTR MGMT 303, Business Ethics.*