

**MEMORANDUM OF UNDERSTANDING
REGARDING BLOCK TRANSFER**



between
College of the Rockies
Cranbrook, BC

and

Lethbridge College
Lethbridge, AB

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

Objective of the Agreement:

College of the Rockies agrees to facilitate the block transfer of students from Lethbridge College, Accounting, Management, and Business Operations Diploma programs, with appropriate prerequisite qualifications into the 120 credit College of the Rockies Bachelor of Business Administration in Sustainable Business Practices degree. By this agreement, applicants from Lethbridge College who meet the requirements outlined below will be eligible for admission to College of the Rockies 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- Management Major Diploma
 - Appendix C- Business Operations Major Diploma

As a partner to this agreement, Lethbridge College agrees:

- To provide opportunity for representatives of College of the Rockies to visit appropriate forums at Lethbridge College to disseminate information about the College of the Rockies Business programs.
- To notify College of the Rockies when changes are made to the Accounting, Management, and Business Operations Diploma programs curriculum; and
- To provide College of the Rockies with updated information annually about the Lethbridge College programs.

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

- To provide students holding the Accounting, Management, and Business Operations Diploma programs from Lethbridge with academic acceptance into the Bachelor of Business Administration in Sustainable Business Practices degree at College of the Rockies.
- 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 Lethbridge College with updated information about the College of the Rockies 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 Lethbridge College GPA of 2.3 (C+) with a minimum grade of C on transferred courses.
- Courses completed at Lethbridge College under the Business diploma programs prior to this agreement and between March 2020 to April 2023 will also be considered for transfer credit towards admission into the Bachelor of Business Administration in Sustainable Business Practices at College of the Rockies.

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 April 1, 2023. The agreement will then be subject to review and renewal. If there are impediments to renewal, College of the Rockies 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.

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

April 12, 2023
Date



Robin Hicks, Vice President Academic and Applied Research


April 12, 2023
Date

On behalf of Lethbridge College:



Brad Donaldson, President & CEO

2023-04-05
Date



Dr. Samantha Lenci, Provost and Vice President Academic

2023-04-05
Date



Kevin Smith, Dean, Centre for Business, Arts and Science

29 MARCH 2023
Date



COLLEGE OF
THE ROCKIES

Transfer Agreement
between
Lethbridge College
and
College of the Rockies



Effective: April 1, 2023

Renewal Date: April 1, 2026

The table below outlines the course-by course or block transfer arrangements. With appropriate selection, students completing requirements for the Accounting Major Diploma program at Lethbridge 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.

Name of Program: Accounting Major Diploma

	<i>Lethbridge College Program Requirements (Course-Credit)</i>		<i>College of the Rockies/Transfer Arrangement (Course-Credit)</i>
	Core Curriculum		
ACC 1170	Financial Accounting 1 (3)	ACCT 261	Introductory Financial Accounting 1 (3)
ACC 1175	Financial Accounting 11 (3)	ACCT 262	Introductory Financial Accounting 2 (3)
BUS 1166	Business Law (3)	MGMT 212	Business Law (3)
BUS 1170	Introduction to Management (3)	MGMT 204	Principles of Management (3)
BUS 1177	Entrepreneurship (3)	MGMT 316	Entrepreneurship and Small Business Management (3)
BUS 1185	Business Computer Applications (1.5)	COMP 153	Introduction to Computers and Data Processing (3)
CPU 1165	Business Applications (3)	COMP 154	Computer Applications in Business (3)
ECN 1180	Microeconomics (3)	ECON 101	Microeconomics (3)
ENGL 1159	Writing for the Workplace (3)	COMC 101	Technical and Professional Writing (3)
COMM 1162	Interpersonal Relationships and Communications (3)	PSYC 151	Interpersonal Communications (3)
MKT 1188	Introduction to Marketing (3)	MKTG 281	Principles of Marketing (3)
	Subtotal Credits (31.5)		Subtotal Credits (33)
	Year 2		
ACC 2250	Management Accounting 1 (3)	ACCT 375	Introductory Management Accounting (3)
ACC 2251	Management Accounting 2 (3)	ACCT 376	Intermediate Management Accounting (3)
ACC 2271	Intermediate Financial Accounting 1 (3)	ACCT 373	Intermediate Financial Reporting 1 (3)
ACC 2273	Intermediate Financial Accounting 11 (3)	ACCT 374	Intermediate Financial Reporting 2 (3)
BUS 2292	Business Finance (3)	ACCT 371	Corporate Finance 1 (3)
ECN 2253	Macroeconomics (3)	ECON 102	Macroeconomics (3)
STS 2250	Statistics (3)	STAT 106	Statistics (3)

Appendix A

TAX 2251	Taxation (3)	ACCT 363	Taxation 1 (3)
ACC 2278	Computerized Accounting for Management (3)	ACCT 350	Accounting Software Applications (3)
	<i>Suggested Elective for Seamless Entry into BBA</i>		
BUS 2290	Business Research Methods (3)	MGMT 318	Business Research Methods (3)
	Total Credits 61.5		Total Credits 63

Provisions:

Students will be required to maintain a 65% average or College of the Rockies 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:

Course	Description	Certification	Credit
COMC 102	Advanced Professional Communications	Certificate	3
ENGL 100	English Composition	Certificate	3
MATH 101, 103, 111	1 st year Math course	Certificate	3
ACCT 369	Quantitative Methods in Business	Diploma	3
ACCT 372	Corporate Finance 2	Diploma	3
MGMT 216	Organizational Behavior	Diploma	3
MGMT 303	Business Ethics	Diploma	3
MGMT 411	Business Management Review	Diploma	3
1 100-200 level business course	Refer to College of the Rockies calendar for examples.	Diploma	3
General Education Requirements			
1 Social Science or Humanities	ANTH, CRIM, ECON, ENST, FNST, HIST, LING, MATH, RELG, ENGL, FREN, KTUN, PHIL, POLI, PSYC, SOCI, SPAN	Degree	3
2 Laboratory Science	CHEM, GEOG, GEOL, PHYS, BIOL, COMP,	Degree	6
2 US Electives	Refer to College of the Rockies calendar for examples	Degree	6
College of the Rockies residency requirements are 25%; therefore students are required to take 5 courses or 15 credits from the above mentioned list of courses at the College of the Rockies. They must also complete 5 courses or 15 credits in sustainability requirements (see list below). The remaining courses may be taken at College of the Rockies or elsewhere and <i>may</i> be transferrable into College of the Rockies. Please refer to College of the Rockies transfer site for more information: http://www.COTR.bc.ca/Transfer/ . Note: Transfer credit accepted by College of the Rockies may not be accepted by another institution and conversely transfer credit accepted at another institution may not be accepted at College of the Rockies.			42

Sustainability Requirements: <i>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

Appendix A

MGMT 490	Sustainable Business Project Evaluation and Presentation	Degree	2
		Total Credits	57

COLLEGE OF
THE ROCKIES

Transfer Agreement
between
Lethbridge College
and
College of the Rockies

**Effective:** April 1, 2023**Renewal Date:** April 1, 2026

The table below outlines the course-by course or block transfer arrangements. With appropriate selection, students completing requirements for the Management Major Diploma program at Lethbridge 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.

Name of Program: Management Major Diploma

	<i>Lethbridge College Program Requirements (Course-Credit)</i>		<i>College of the Rockies/Transfer Arrangement (Course-Credit)</i>
	Core Curriculum		
ACC 1170	Financial Accounting 1 (3)	ACCT 261	Introductory Financial Accounting 1 (3)
ACC 1175	Financial Accounting 11 (3)	ACCT 262	Introductory Financial Accounting 2 (3)
BUS 1166	Business Law (3)	MGMT 212	Business Law (3)
BUS 1170	Introduction to Management (3)	MGMT 204	Principles of Management (3)
BUS 1177	Entrepreneurship (3)	MGMT 316	Entrepreneurship and Small Business Management (3)
BUS 1185	Business Computer Applications (1.5)	COMP 153	Introduction to Computers and Data Processing (3)
CPU 1165	Business Applications 11(3)	COMP 154	Computer Applications in Business (3)
ECN 1180	Microeconomics (3)	ECON 101	Microeconomics (3)
ENGL 1159	Writing for the Workplace (3)	COMC 101	Technical and Professional Writing (3)
COMM 1162	Interpersonal Relationships and Communications (3)	PSYC 151	Interpersonal Communications (3)
MKT 1188	Introduction to Marketing (3)	MKTG 281	Principles of Marketing (3)
	Subtotal Credits (31.5)		Subtotal Credits (33)
	Year 2		
BUS 2268	Organizational Behaviour (3)	MGMT 216	Organizational Behaviour (3)
BUS 2275	International Business (3)	MGMT 2XX	100-200 level business course (3)
BUS 2278	Industrial & Labour Relations (3)	MGMT 2XX	100-200 level business course (3)
BUS 2285	Advanced Small Business Management (3)	MGMT 3XX	300-400 level business course (3)
BUS 2288	Project Management (3)	MGMT 2XX	100-200 level business course (3)
BUS 2292	Business Finance (3)	ACCT 371	Corporate Finance (3)
BUS 2298	Human Resource Management (3)	MGMT 302	Human Resource Management (3)

Appendix B

STS 2250	Statistics (3)	STAT 106	Statistics (3)
	Subtotal Credits (55.5)		Subtotal Credits (57)
	<i>Suggested Electives for Seamless Entry into BBA</i>		
ECN 2253	Macroeconomics (3)	ECON 102	Macroeconomics (3)
BUS 2290	Business Research Methods (3)	MGMT 318	Research Methods (3)
	Total Credits 61.5		Total Credits 63

Provisions:

Students will be required to maintain a 65% average or College of the Rockies 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	Certificate	3
ENGL 100	English Composition	Certificate	3
MATH 101, 103, 111	1 st year Math course	Certificate	3
ACCT 265	Managerial Accounting for non-Accountants	Diploma	3
MGMT 303	Business Ethics	Diploma	3
MGMT 411	Business Management Review	Diploma	3
1-100-200 level business course	Dependent on Lethbridge College 3 course choice listed above	Degree	3
2-300-400 level business course	Refer to College of the Rockies calendar for examples.	Degree	6

General Education Requirements

1 Social Science or Humanities	ANTH, CRIM, ECON, ENST, FNST, HIST, LING, MATH, RELG, ENGL, FREN, KTUN, PHIL, POLI, PSYC, SOCI, SPAN	Degree	3
2 Laboratory Science	CHEM, GEOG, GEOL, PHYS, BIOL, COMP,	Degree	6
2 Elective	Refer to College of the Rockies calendar for examples	Degree	6

College of the Rockies residency requirements are 25%; therefore students are required to take 5 courses or 15 credits from the above mentioned list of courses at the College of the Rockies. They must also complete 5 courses or 15 credits in sustainability requirements (see list below). The remaining courses may be taken at College of the Rockies or elsewhere and *may* be transferrable into College of the Rockies. Please refer to College of the Rockies transfer site for more information: <http://www.COTR.bc.ca/Transfer/>.
***Note:** Transfer credit accepted by College of the Rockies may not be accepted by another institution and conversely transfer credit accepted at another institution may not be accepted at College of the Rockies.

Sustainability Requirements: Must be taken at College of the Rockies

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

Appendix B

MGMT 490	Sustainable Business Project Evaluation and Presentation	Degree	2
	Total Credits		57



Transfer Agreement

between
Lethbridge College
and
College of the Rockies

Effective: April 1, 2023

Renewal Date: April 1, 2026

The table below outlines the course-by course or block transfer arrangements. With appropriate selection, students completing requirements for the Business Operations Major Diploma program at Lethbridge 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.

Name of Program: Business Operations Major Diploma

	Lethbridge College Program Requirements (Course-Credit)		College of the Rockies/Transfer Arrangement (Course-Credit)
	Core Curriculum		
ACC 1170	Financial Accounting 1 (3)	ACCT 261	Introductory Financial Accounting 1 (3)
ACC 1175	Financial Accounting 11 (3)	ACCT 262	Introductory Financial Accounting 2 (3)
BUS 1166	Business Law (3)	MGMT 212	Business Law (3)
BUS 1170	Introduction to Management (3)	MGMT 204	Principles of Management (3)
BUS 1177	Entrepreneurship (3)	MGMT 316	Entrepreneurship and Small Business Management (3)
BUS 1185	Business Computer Applications (1.5)	COMP 153	Introduction to Computers and Data Processing (3)
CPU 1165	Business Applications 11 (3)	COMP 154	Computer Applications in Business (3)
ECN 1180	Microeconomics (3)	ECON 101	Microeconomics (3)
ENGL 1159	Writing for the Workplace (3)	COMC 101	Technical and Professional Writing (3)
COMM 1162	Interpersonal Relationships and Communications (3)	PSYC 151	Interpersonal Communications (3)
MKT 1188	Introduction to Marketing (3)	MKTG 281	Principles of Marketing (3)
	Subtotal Credits (31.5)		Subtotal Credits (33)
BUS 2288	Project Management (3)	MGMT 2XX	100-200 level business course (3)
	Choose the following course selection for seamless entry		
BUS 2290	Business Research Methods (3)	MGMT 318	Research Methods (3)
BUS 2283	Integrated Marketing Communication (3)	MKTG 289	Integrated Marketing Communications (3)

Appendix C

BUS 2293	Advanced Marketing Strategies (3)	MKTG 385	Strategic Market Management (3)
BUS 2268	Organizational Behaviour (3)	MGMT 216	Organizational Behaviour (3)
BUS 2298	Human Resource Management (3)	MGMT 302	Human Resource Management (3)
STS 2250	Statistics (3)	STAT 106	Statistics (3)
BUS 2292	Business Finance (3)	ACCT 371	Corporate Finance 1 (3)
ECN 2253	Macroeconomics (3)	ECON 102	Macroeconomics (3)
BUS 2275	International Business (3)	MGMT 2XX	100-200 level business course (3)
	Total Credits 61.5		Total Credits 63

Provisions:

Students will be required to maintain a 65% average or College of the Rockies 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:

Course	Description	Certification	Credit
COMC 102	Advanced Professional Communications	Certificate	3
ENGL 100	English Composition	Certificate	3
MATH 101, 103, 111	1 st year Math course	Certificate	3
ACCT 265	Managerial Accounting for Non-Accountants	Diploma	3
MGMT 303	Business Ethics	Diploma	3
MGMT 411	Business Management Review	Diploma	3
3 -100-200 level business course	Refer to College of the Rockies calendar for examples	Degree	9
2- 300-400 level business course	Dependent on Lethbridge college 5 course choices listed above	Degree	6

General Education Requirements

1 Social Science or Humanities	ANTH, CRIM, ECON, ENST, FNST, HIST, LING, MATH, RELG, ENGL, FREN, KTUN, PHIL, POLI, PSYC, SOCI, SPAN	Degree	3
2 Laboratory Science	CHEM, GEOG, GEOL, PHYS, BIOL, COMP,	Degree	6
0 US Elective	Refer to College of the Rockies calendar for examples	Degree	0

College of the Rockies residency requirements are 25%; therefore, students are required to take 5 courses or 15 credits from the above mentioned list of courses at the College of the Rockies. They must also complete 5 courses or 15 credits in sustainability requirements (see list below). The remaining courses may be taken at College of the Rockies or elsewhere and *may* be transferrable into College of the Rockies. Please refer to College of the Rockies transfer site for more information: <http://www.COTR.bc.ca/Transfer/>.
Note: Transfer credit accepted by College of the Rockies may not be accepted by another institution and conversely transfer credit accepted at another institution may not be accepted at College of the Rockies.

Sustainability Requirements: *Must be taken at College of the Rockies*

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

Appendix C

MGMT 490	Sustainable Business Project Evaluation and Presentation	Degree	2
		Total Credits	57

Additional courses that are acceptable transfer courses:

Lethbridge College BUS 1180-Project Management (3) transfers to COTR MGMT 2XX (3)
Lethbridge College MGMT 2251- Events & Conference Management (3) transfers to COTR TOUR 220 (3)
Lethbridge College TTC 2251-Tourism (3) transfers to COTR TOUR 111 (3)
Lethbridge College MKT 2275- Electronic Commerce (3) transfers to COTR MKTG 2XX (3)
Lethbridge College IND 2251 and IND 2252- Independent Study (3) transfers to COTR MGMT 208 (3)
Lethbridge College ACC 2250 Managerial Accounting 1 (3) transfers to COTR ACCT 375 (3)
Lethbridge College ACC 2251 Managerial Accounting 11 (3) transfers to COTR ACCT 376 (3)
Lethbridge College ACC 2271 Intermediate Financial Accounting 1 (3) transfers to COTR ACCT 373 (3)
Lethbridge College ACC 2273 Intermediate Financial Accounting 11 (3) transfers to COTR ACCT 374 (3)
Lethbridge College ACC 2278 Computerized Accounting for Mngt (3) transfers to COTR ACCT 2XX (3)
Lethbridge College MKT 2277 Merchandize Administration (3) transfers to COTR MKTG 2XX (3)
Lethbridge College TAX 2251 Taxation (3) transfers to COTR ACCT 363 (3)