



Bachelor of Business Administration (BBA) **(Sustainable Business Practices)** **Program Outline**

PROGRAM IMPLEMENTATION DATE:	September 2010
OUTLINE EFFECTIVE DATE:	September 2022
PROGRAM OUTLINE REVIEW DATE:	April 2027

GENERAL PROGRAM DESCRIPTION:

The **Bachelor of Business Administration (Sustainable Business Practices) (BBA)** is an innovative program designed to integrate the conceptual approaches and methodologies of a business administration degree program with specialized knowledge of sustainable business practices. The four-year program includes liberal arts and laboratory sciences in addition to specific business functions such as accounting or marketing and addresses the increasing need for organizations to commit to and demonstrate sustainability.

Students develop the capacity for independent intellectual work and prepare for the challenges of careers in accounting, marketing, financial services, hospitality, local governance, and other positions in a variety of organizations including corporations, small businesses, non-profits or local government. BBA graduates may also continue their studies toward professional certifications and designations.

The program is designed to be flexible and accessible. Students may study full-time or part-time, in traditional classrooms or online formats, choose to focus with specific electives, and enter or exit the program at various points. Qualifying courses from other institutions may be used to meet up to approximately 75% of the upper-level course requirements

Program Information:

The four-year program includes foundational courses in many business functions, and then permits students to concentrate on one or more areas. Because the current Business Management diplomas ladder into the BBA, students will commonly select Accounting, Financial Services, Marketing or tailor a General Management diploma major to suit their particular interests. Some upper-level courses will be taken through collaborating post-secondary institutions, and may be completed in online or face-to-face delivery formats.

Because social, financial and environmental factors influence success in business, the program also includes breadth courses in Social Sciences and Humanities, Mathematics and Sciences. All candidates must complete a 9-credit Sustainability Project demonstrating their ability to synthesize aspects of sustainability.

Candidates may enter the program directly from high school graduation or after obtaining a Certificate or Diploma in Business, or after exploring several university transfer courses or certificates, such as College of the Rockies' Certificate in Environmental Studies.

CREDENTIAL GRANTED:

Bachelor of Business Administration (Sustainable Business Practices)

The baccalaureate degree is awarded to students completing 120 credits including foundational courses in business, liberal arts and sciences, upper-level business specialization courses and a capstone project in sustainability.

Delivery: This program is delivered in a variety of formats including face-to-face, online, and hybrid models. Most courses will be delivered at the Cranbrook campus of College of the Rockies on a semesterized schedule. Many of the courses are available online. The Sustainable Business Project is self-paced and must be completed over a maximum of ten months, September – June.

It is anticipated that students will follow one of four progression models through the program:

1. First complete a BUAD diploma from COTR or another institution then complete the additional degree requirements.
2. First complete a Certificate in Environmental Studies, an Associate Degree or similar year of Arts and Science courses.
3. Enter the degree directly and combine foundational business with arts and sciences courses in the first two years.
4. First complete an Adventure Tourism Business Operations or Tourism and Recreation Management diplomas then complete the additional degree requirements.

Academic requirements of all models:

General education requirements (27 credits)

- 3 credits English (any 1st year (100 level) English)
 - 3 credits in Advanced Professional Communication- (COMC 102) (COMC 100/101 excluded)
 - 6 credits in Social Sciences/Humanities/Fine Arts
 - 6 credits of Laboratory Sciences
 - 9 credits in non-business electives (any Arts or Sciences courses)
- 27 credits for this section

Core knowledge requirements (lower or upper level)

- 3 credits in Math (Algebra, Calculus, Business Math)
- 3 credits in Statistics
- 6 credits in Economics
- 3 credits in Computers (Applications, Information Systems, Programming)
- 3 credits in Financial Accounting
- 3 credits in Managerial Accounting
- 3 credits in Marketing
- 3 credits in General Management/Organizational Behaviour
- 3 credits in Canadian Business Law

- 3 credits in Ethics
 - 3 credits in Research Methods
 - 3 credits in Strategic Management
- 39 credits for this section

Business electives

- 21 credits (maximum) - lower level (100 and 200)
 - 18 credits (minimum)-upper level (300 and 400)
- 39 credits for this section

Sustainability requirements

- 3 credits Sustainability Theory and Metrics
 - 3 credits Managing Sustainable Operations
 - 9 credits Sustainability Capstone Project
- 15 credits for this section

Total credits for the Degree: 120 credits

Typical Structure of Instructional Hours:

Year 1

Instructional Activity	Duration
Lecture Hours	390-435
Seminars / Tutorials	15
Laboratory / Studio Hours	120-135
Practicum / Field Experience Hours	
Other Contact Hours	
Total	525-585

Year 2

Instructional Activity	Duration
Lecture Hours	450-495
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
Total	450-495

Year 3

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	405-450
Seminars / Tutorials	
Laboratory / Studio Hours	45-90
Practicum / Field Experience Hours	
Other Contact Hours	
Total	465-540

Year 4

Instructional Activity	Duration
Lecture Hours	390
Seminars / Tutorials	
Laboratory / Studio Hours	15-75
Practicum / Field Experience Hours	90
Other Contact Hours	
Total	435-555

Program Outline Author or Contact:
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APPROVAL SIGNATURES:

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EDCO

Valid from: September 2022- April 2027

Education Council Approval Date

PROGRAM PREREQUISITES AND TRANSFER CREDIT:

Admission Requirements:

First year:

- Secondary school graduation or equivalent.
- Minimum 65% in either English 12, English Studies 12, English First Peoples 12, ENGL 090, or equivalent (refer to Course Equivalency information on the College Website).
- Students for whom English is a second language must meet the English proficiency requirements posted on the college website.
- 60% in either Principles of Math 12, , Applications of Math 12, Pre-Calculus 12, Math 12, Statistics 12, Calculus 12, Math 090; or a minimum grade of 65% in either Foundations of Math 12, Geometry 12, or Computer Science 12.
- Experience using Microsoft Word and Excel is recommended.
- Those who graduate from a College of the Rockies Business Management diploma program with at least a 65% program average are deemed to fulfill the math requirements for admission to the BBA program.

Progression Policy

Students wishing to complete the BBA in four years are required to take MGMT 310 in the fall of year three. It is the prerequisite course to MGMT 410 offered in the winter of year three. These courses must be completed prior to registering in the BBA capstone project – MGMT 470 in the fall, MGMT 480 in the winter and MGMT 490 in the spring of year four.

Residency

In the BBA degree program, 25 percent of upper-level credits must be taken at COTR, including the 15-credit sustainability requirement consisting of MGMT 310, 410, 470, 480, and 490.

Continuance: 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.

Transfer Students: Existing transfer protocols will be honoured. See Transfer Credit Policy 2.5.6 New course and block transfers will be considered on a case-by-case basis.

Flexible Assessment (FA):

Credit can be awarded for one or more courses in this program through FA

☒ Yes ☐ No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: Transfer agreements are in place with many BC post-secondary institutions and with out-of-province universities including University of Lethbridge and Athabasca University. For more information see <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	< 50

Please see continuance above for minimum grade requirements.

COURSE DESCRIPTIONS:

Available Business Courses include the following:

ACCT 261 Introductory Financial Accounting 1

In this first semester of a two-semester course in accounting, the students are introduced to the basic accounting cycle including preparation of useful financial statements. Other topics include accounting for cash, receivables, inventory, and payroll.

ACCT 262 Introductory Financial Accounting 2

This course is a continuation of ACCT 261. This course includes capital assets, liabilities, partnerships, corporations, cash flow, and financial statement analysis. This course also provides an introduction to computerized accounting.

ACCT 265 Managerial Accounting and Finance for Non-Accountants

Specifically designed for non-accounting majors, this course studies accounting and finance from a managerial perspective. Topics include profitability analysis, cost volume profit analysis, relevant costing, cost allocation, profit planning and cost management, responsibility accounting, capital investments, financial statement analysis, cash flow statements, sources and forms of financing and working capital management.

ACCT 350 Accounting Software Applications

This course provides students with a practical working knowledge of commonly used accounting software programs, Sage 50 and Caseware. Students will gain an understanding of using accounting software for the full accounting cycle. Topics covered include accounts receivable, accounts payable, payroll, bank reconciliations and month/year end processing.

ACCT 363 Taxation 1

This course is an introduction to Canadian taxation. It focuses on the understanding of the nature and structure of the Income Tax Act. Topics covered in this course include liability for tax and rules for computing income, taxable income, allowable deductions and taxes payable for individuals.

ACCT 364 Taxation 2

This companion course to ACCT 363 completes the introduction to Canadian taxation by focusing on corporate taxation. This course deals with GST, taxation of corporations, corporate reorganizations, partnerships, trusts and estate planning.

ACCT 369 Quantitative Methods in Business

This course is designed to help students learn to express organizational problems in mathematical terms. Topics include linear programming; transportation, assignment, and transshipment problems; project scheduling (PERT/CPM); inventory and waiting line models; simulation; decision theory; and forecasting. Microsoft Excel will be used for solving various business problems.

ACCT 371 Corporate Finance 1

This course, along with ACCT 372, is an introduction to managerial finance. It focuses on the environment in which financial decisions are made, the analysis required to make financial decisions, and the theoretical framework on which the analysis is based. Topics covered include an introduction to taxation, the Canadian financial system, securities markets, the valuation of securities, capital budgeting, capital structure, the cost of capital, dividend policy, sources of financing, working capital management, international finance, and corporate reorganizations.

ACCT 372 Corporate Finance 2

This course develops analytical techniques and financial theories used to make optimal decisions in a corporate setting. The course builds on and extends the concepts and tools covered in ACCT 371. Students are exposed to key financial concepts and tools commonly used by managers in making sound financial decisions.

ACCT 373 Intermediate Financial Reporting 1

This course starts with a review of the accounting cycle and discussion of accounting concepts and principles. It is the first half of a two-part course in intermediate-level financial reporting. Topics covered include a conceptual framework, income statement and retained earnings statement, balance sheet and disclosure notes, cash flow statement, revenue and expense recognition and measurement, current monetary balances, inventory and cost of sales, capital assets, goodwill and deferred charges, amortization and impairment and investments in debt and equity securities.

ACCT 374 Intermediate Financial Reporting 2

This course is the second half of a two-part course in intermediate-level financial reporting. Topics covered include accounting for liabilities, shareholders' equity, complex debt and equity instruments, corporate income taxes, tax losses, leases, pensions, earnings per share, accounting changes, cash flows, and other measurement and disclosure items.

ACCT 375 Introductory Management Accounting

This course is an introduction to managerial and cost accounting. Topics include: introduction to managerial accounting, building blocks of managerial accounting, cost behavior, cost volume profit analysis, job costing,

activity based costing, short-term business decisions, master budget & responsibility accounting, flexible budgets and standard costs, performance evaluation & the balanced scorecard, capital investment decisions and the time value of money.

ACCT 376 Intermediate Management Accounting

Covers an advanced level of management accounting in the following subjects; cost classifications & estimations, Cost-Volume-Profit analysis, support department cost allocation, job costing, joint costing, process costing, Indirect cost allocation, ABC costing, absorption costing, budgeting, pricing, standard costs, cost and revenue variances, decision making, relevant costs, linear programming & transfer pricing.

ACCT 421 Audit and Assurance

This course covers basic auditing concepts and techniques from the Canadian Auditing Standards including audit planning, assessing audit risk, assessing internal controls, gathering and evaluating audit evidence and audit sampling techniques. Students will be introduced to the auditors' professional, ethical and legal responsibilities, and they will examine the role of auditors in society and the importance of professional judgment.

ACCT 431 Data Analytics for Accounting

Students will study digital data analytics theory and techniques. They will also study the data analytics process using the IMPACT cycle. This process will be applied to accounting and related business analytics including audit, managerial, financial statement, and tax. There will also be emphasis on manipulating data for stronger and more efficient analysis and communicating the results of data analysis. The course includes an introduction to data analytics software applications.

ACCT 473 Advanced Financial Reporting

This course covers advanced financial reporting topics. It builds upon ACCT 373 and ACCT 374 (intermediate financial accounting 1 and 2). It covers governing standards, investments in equity securities, business combinations, consolidations, intercompany transactions, foreign currency transactions and translations, accounting for not for profits and public sector organizations.

FINS 215 Personal Financial Planning

This course gives students a practical guide to understanding the foundations of personal finance, wealth accumulation and financial planning decisions. This course equips students with the knowledge and tools to understand and plan their personal finances in a rewarding and engaging manner.

This course emphasizes practical decision-making in real world scenarios. Students will apply basic concepts through case studies and the development of a personal financial plan. This course enhances students' financial literacy and puts them on the path towards a lifetime of financial responsibility and stability.

FINS 312 Insurance and Risk Management

This course examines the fundamental principles of risk management and the tools for mitigating risk. Students develop the ability to identify risk, measure it and its consequences and take necessary steps to manage risk. Topics include concept of risk, risk management, risk evaluation, basics of insurance, automobile insurance, life and health insurance and commercial insurance.

FINS 322 Securities Analysis

The objective of this course is to provide the student with a basic understanding of the fundamental components of security analysis and the process of portfolio construction leading ultimately to wealth management. Topics include investment theory, valuation of equity, bonds, money market and derivative instruments, concepts of risk and return of portfolio diversification.

MGMT 204 Principles of Management

This course provides an overview of management. It covers theory, process and practice of the four fundamental management skills: Planning, Organizing, Leading and Controlling as well as the role of managers in organizations.

MGMT 208 Special Topics in Business

This directed studies course gives students the opportunity to meet learning outcomes relating to business knowledge obtained in a non-academic setting. For example, students may undertake in-depth research on a business concept, create and implement a business plan, develop a business project or pursue a specialization not included in College of The Rockies course offerings.

Students may also use this course to recognize learning achievement in other modules. For example, students may aggregate certifications received over a series of workshops and courses to the equivalent of a business course based on content and instructional hours.

MGMT 212 Business Law

In this course, the underlying principles and rules of common law are examined together with applicable statute law. Torts; the making of contracts, their effect, and completion; agency; legal forms of business; contracts of employment; sale of goods; negotiable instruments; methods of securing debt; and bankruptcy law are studied.

MGMT 216 Organizational Behaviour

In this course students can discover and apply concepts to both explain and influence how people and their organizations work. Specific topics include motivation, perception, personality, emotions, communication, team dynamics, decision making, conflict and negotiation, power and organizational politics, leadership, organizational change and development, organization, and culture.

MGMT 302 Human Resource Management

This Human Resource Management course covers planning, recruitment, selection, and placement; job analysis, job description, and job evaluation; compensation and performance appraisal plans; employee benefit programs; training and education programs; employee rights, labour relations, and personnel planning and evaluation.

MGMT 303 Business Ethics

This course provides an overview of Canadian business and its interrelationships with society. Course material covers current issues and ethical challenges faced in the world of work, providing the student with practical tools, methods and resources that encourage ethical behavior in and out of the workplace. Concepts covered include stakeholders management, corporate social responsibility and managing ethics from a business and managerial perspective.

MGMT 304 Introduction to Non-Profit Management

This survey course is designed to introduce students to the areas of responsibility of managers of non-profit organizations, and is intended to provide a broad overview of the management challenges of the non-profit sector. Topics include scope and function of the non-profit sector, an overview of financial management, human resources management, strategic planning, and marketing functions within the non-profit sector. Specific issues are emphasized, such as accountability, board selection, volunteer management and fundraising.

MGMT 305 Social Enterprise

Social Enterprises contribute to building healthy communities through direct participation in the marketplace. This course will introduce the Social Enterprise concept and will challenge students to identify social issues and develop market driven solutions to benefit all stakeholders. Business planning, leadership and transparent financial reporting are all stressed to ensure social benefits are realized.

MGMT 306 Politics of Sustainability

Sustainability, avidly embraced by business, but strongly derided by environmentalists, is a difficult policy area for government because it cannot totally satisfy business's demands. Obviously, to do so, three factors must be considered: 1) the political objectives of both groups, 2) the strategies employed for achieving them, and 3) their successes. Over time, negotiated adaptation, regulation, and voluntary codes have been developed to incorporate business concerns into environmental policy, developments best examined via specific case studies. As well, attention needs to be paid to sustainable development as well as green advertising and corporate lobbying, other topics essential to an understanding of the politics of sustainability.

MGMT 307 Leading Sustainability

This course incorporates principles of leadership and change management with sustainability. The course highlights the essential role leaders play in the success of sustainability initiatives and presents specific leadership strategies that facilitate sustainability implementation. MGMT 307 is relevant for anyone who is interested in managing change, implementing sustainable business practices and/or green initiatives in their organization, or who would like to further develop their leadership skills within the context of organizational change.

MGMT 310 Sustainability Theory and Metrics

In this course, students develop a theoretical foundation for understanding and assessing sustainability in business practices. Students examine the theoretical framework, core concepts, and the business case for sustainability. Activities and readings explore regional and global trends affecting sustainability, including climate change and increasing stress on global ecosystems, sustainable community development, turbulent markets, disruptive technologies, and the impact of disparity between rich and poor. Sustainability measurement and reporting systems are compared and evaluated.

MGMT 311 Self-Directed Study in International Business

This course is designed specifically for hands-on learning in an international setting. Students undertake a directed study project as an introduction to international project management and community development. Students have the opportunity to gain an understanding of the issues facing community and small business development in an international/intercultural setting.

MGMT 316 Entrepreneurship and Small Business Management

This course introduces the students to the basics of Entrepreneurship and Small Business Management. Students gain an understanding of how to establish and manage a small business. An essential part of the course is the students' development of research and analysis skills. The application of the knowledge is demonstrated by the student completing a business plan.

MGMT 318 Research Methods

This course introduces the student to the basics of research methods needed in business and other fields. Students gain an understanding of the importance of business research to managers through providing accurate information for decision making. Students gain insight through analysis of several case studies and a group business research project.

MGMT 320- Management Information Systems

This course is for business and information technology students who wish to understand how organizations use information, information technologies and systems to achieve objectives and create competitive advantages.

MGMT 410 Managing Sustainable Operations

This course develops students' ability to strategically implement sustainable business practices within the value chain of a business and to strategically implement more sustainable business practices. Building upon the theory and metrics of sustainability, this course examines how implementation works at the level of operations management. Students review existing practices and consider new challenges that operations managers face when integrating sustainability within their organizations and traditional ways of doing business. Case studies help students analyze how businesses face challenges to be more accountable for the environment and resource consequences of their products, services, and processes; and to integrate environmental, safety, and health concerns with leaner, greener operations, green-product design, and closed-loop supply chains. Case studies also help us explore how new tools of operations management reporting are being applied. An overarching theme in this course is developing leadership to guide change initiatives and future challenges in sustainable operations management.

MGMT 411 Business Management Review

This is an intensive capstone course intended to pull together all the subjects covered in the Business Administration Diploma Program. This course is designed to involve the student in running a business in a team

environment and “to show how it all comes together” by utilizing a computerized business simulation. Students design a business plan; present their plan to a board of directors; make operating, financial, marketing and human resource decisions; and prepare business reports.

MGMT 470 Sustainable Business Project Development and Research

This course enables students to research a problem and plan a field-based, real-world solution. The students develop a thesis or project proposal that builds on work completed in earlier courses and is consistent with general program outcomes. The students identify a research question, choose a theoretical framework or a conceptual model, select an appropriate methodology, comply with research ethics protocol. The project proposal must incorporate the broad concept of sustainability; consider environmental, economic and social/cultural aspects; and be designed to solve a real problem or introduce a specific change in a business, organization, or community. Project ideas should demonstrate leadership with creative, unique approaches to the field of sustainable business practice.

MGMT 480 Sustainable Business Project Implementation

In this course, students are provided with a supported opportunity to implement the project proposal developed in MGMT 470. Beginning with an instructor-approved comprehensive plan for a project related to some aspect of sustainable business, students work within a regular job environment or an arranged practicum situation. Each student maintains a log or diary of field work and collects, analyzes, and discusses data. The project method and implementation varies based on the student’s work-based situation and the nature of the chosen project. The course includes regular scheduled meetings with the instructor and input from the work environment supervisor and co-workers.

MGMT 490 Sustainable Business Project Evaluation and Presentation

This course represents the explicit reflective, evaluative, and presentation component of the sustainable business capstone triad of courses. The goal of MGMT 490 is the integration of student expertise and/or leadership in the area of sustainable business practice, and the presentation of achievement. Students write a comprehensive business report or thesis and compose a personal code of ethics. Skills and knowledge developed are also communicated in a formal presentation and a website or professional portfolio.

MKTG 281 Principles of Marketing

To gain an overview of the marketing process as it applies to marketing products and/or services in public, private and not-for-profit organizations. At the end of the course, the students will recognize the seven P's of marketing and the interrelationships between marketing and overall business practices. This course provides an introduction to other more advanced courses in the College of the Rockies Business Management program.

MKTG 283 Consumer Behaviour

This course is a study of the many influences on the consumer's purchasing decisions. Topics covered include economic, demographic, cultural, social and reference group influences. The emphasis is on understanding the customer, the concepts underlying target marketing and market segmentation.

MKTG 289 Integrated Marketing Communications

The purpose of this course is to gain an overview of the marketing communications process as it applies to marketing in organizations. At the end of the course, the students will understand the interrelationships between business performance and marketing communications.

MKTG 291 Professional Selling

This course exposes students to the intricate components of the professional selling function. Students get the opportunity to explore the significance of selling in marketing and its contribution to organizational success. Topics include prospecting clients, following leads, selling dialogue, communication skills, leveraging on unique selling points to deliver earnings commitment, and the benefits of maintaining customer relationship.

MKTG 385 Strategic Market Management

This course helps students gain an advanced view of strategic marketing, planning and management. This course is intended to expand the students' understanding of how to identify alternatives and make sound marketing decisions.

Non-Business courses available:

COMC 102 Advanced Professional Communication

This course presents the written and oral communication strategies required in any workplace environment. Students gain practical experience that centers on gathering, summarizing and critically assessing information to produce professional documents. Students will also gain a better understanding on how basic design elements enhance the readability of workplace documents and online communication. This course also focuses on helping students develop speaking skills appropriate to informal and formal presentations and interviews.

COMP 153 Introduction To Data Processing

This course allows students to develop knowledge and skills in the field of information technology. Students will explore the operation and application of professional productivity software. Students use four applications of the Microsoft Office 2016 suite: Word, Excel, Access and PowerPoint. The theory component develops a broad and general understanding of current computer technology, methods and models.

COMP 154 Computer Applications in Business

This course examines information systems theory and utilizes computer technology. Students will explore the application of technology in organizations. Students will investigate information systems, evaluate organizational needs, and develop effective solutions. Security, legal and ethical issues will be examined along with characteristics of professional administration. Microsoft Office applications, including Word, Excel, PowerPoint, Access and Outlook, will be utilized to create effective business artifacts and fulfill organizational needs.

ECON 101 Microeconomics

This course deals with the economic principles that govern the individual segments of the economy. Topics include supply and demand, price elasticity, utility, cost of production, perfect and imperfect market structures, theory of production, the demand for factors and the pricing of factors. Some current business situations are discussed.

ECON 102 Macroeconomics

This course presents the economic principles that govern the behaviour of the nation's economy. Topics include production possibility, supply and demand, national income analysis, money and banking, fiscal and monetary policy, and international trade. Current Canadian economic problems are discussed.

ECON 207 Managerial Economics

This course deals with quantitative strategies to assist management decision-making. Topics covered include economic optimization; demand and demand estimation; forecasting techniques; production functions; cost analysis and estimation; the perfectly competitive, monopoly, monopolistically competitive, and oligopoly market structures; pricing practices; and evaluating risk. Basic differentiation techniques are introduced. This course may appeal to those students wishing to transfer to a commerce or business administration degree program or those who wish to learn about this managerial application of microeconomic principles.

ENGL 100 English Composition (any 100 level English)

English 100 focuses on composition for academic purposes and develops a student's ability to write clearly and effectively. Students also learn the fundamentals of critical thinking, persuasive writing techniques (including rhetorical appeals and devices), scholarly research, and academic reading.

MATH 101 Finite Mathematics 1

This course is intended for students who require an appreciation of higher mathematics, but don't require calculus. MATH 101 stresses a logical and critical thinking approach while investigating the following topics: an introduction to matrices and linear algebra, linear programming and the simplex method, set theory, counting techniques and, probability; and introduction to statistics; and Markov Processes.

MATH 103 Differential Calculus

This course is intended for students who are pursuing a Bachelor of Science degree. Topics include: functions; limits; continuity; derivatives, their interpretation, differentiation rules, techniques of differentiation, implicit differentiation; inverse functions; exponential functions, logarithms; applications of differentiation such as linear approximations, Newton's method, related rates, analysis of graphs, and optimization; the Mean Value Theorem; definite and indefinite integrals; integration by substitution; Riemann sums; applications of integration.

Calculus is a necessary step in any career in the sciences including Biology, Chemistry, Commerce, Computer Science, Engineering, Geology, Mathematics, Medicine, and Physics. It is also useful in any field which uses Statistics to analyze data.

MATH 111 Business Mathematics

This course emphasizes the mathematics required in general business processes. It begins with a brief review of arithmetic and algebra. These skills are then applied to business situations requiring the use of percentages, markup, simple interest and compound interest. The emphasis is on applied business mathematics and the use of a hand-held business calculator. This course is designed to prepare students for the mathematical and analytical applications required in subsequent business and economics courses.

STAT 106 Statistics

This course introduces the fundamental ideas of statistics and can be applied to any discipline. Topics include: collection, description, and presentation of data; calculating central tendency and dispersion; probability and statistical inference; hypothesis testing (means, proportions, variances, one and two samples); correlation and regression; decision making and sampling, Goodness of Fit Tests, and Contingency Tables.

Appendix I: Detailed learning structure ladder from Business Management Diplomas

BBA based on Business Management Diploma in Financial Services

COTR Credits: 120

Hours for this program: 1875 hours

Year I

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	435
Seminars / Tutorials	
Laboratory / Studio Hours	60
Practicum / Field Experience Hours	
Other Contact Hours	
Total	495

Year II

Instructional Activity	Duration
Lecture Hours	450
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
Total	450

Year III

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	435
Seminars / Tutorials	
Laboratory / Studio Hours	60
Practicum / Field Experience Hours	
Other Contact Hours	
Total	495

Year IV

Instructional Activity	Duration
Lecture Hours	345
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	90
Other Contact Hours	
Total	435

BBA based on Business Management Diploma in Accounting

COTR Credits: 120

Hours for this program: 1875 hours

Year I

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	435
Seminars / Tutorials	
Laboratory / Studio Hours	60
Practicum / Field Experience Hours	
Other Contact Hours	
Total	495

Year II

Instructional Activity	Duration
Lecture Hours	450
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
Total	450

Year III

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	435
Seminars / Tutorials	
Laboratory / Studio Hours	60
Practicum / Field Experience Hours	
Other Contact Hours	
Total	495

Year IV

Practicum Hours (if applicable):

Instructional Activity	Duration
Lecture Hours	345
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	90
Other Contact Hours	
Total	435

BBA based on Business Management Diploma in General Management COTR Credits: 120

Hours for this program: 1875 hours

Year I

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	435
Seminars / Tutorials	
Laboratory / Studio Hours	60
Practicum / Field Experience Hours	
Other Contact Hours	
Total	495

Year II

Practicum Hours (if applicable):

Instructional Activity	Duration
Lecture Hours	450
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
Total	450

Year III

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	435
Seminars / Tutorials	
Laboratory / Studio Hours	60
Practicum / Field Experience Hours	
Other Contact Hours	
Total	495

Year IV

Practicum Hours (if applicable):

Instructional Activity	Duration
Lecture Hours	345
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	90
Other Contact Hours	
Total	435

BBA based on Business Management Diploma in Marketing
COTR Credits: 120

Hours for this program: 1875 hours

Year I

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	435
Seminars / Tutorials	
Laboratory / Studio Hours	60
Practicum / Field Experience Hours	
Other Contact Hours	
Total	495

Year II

Practicum Hours (if applicable):

Instructional Activity	Duration
Lecture Hours	450
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
Total	450

Year III

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	435
Seminars / Tutorials	
Laboratory / Studio Hours	60
Practicum / Field Experience Hours	
Other Contact Hours	
Total	495

Year IV

Practicum Hours (if applicable):

Instructional Activity	Duration
Lecture Hours	345
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	90
Other Contact Hours	
Total	435