BBA – Bachelor of Business Administration

Business

Effective Term & Year: Fall 2022
Program Outline Review Date: 2027-04-01

Program Area: Business Management

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 to 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.

Credentials 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.

Minimum Course Grade: A minimum grade of C

Program Average: A minimum grade point average of 4.0/10 (C+ average)

Progression Requirements:

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 MGMT490 in the spring of year four.

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

1. First complete a BMGMT 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 Management and Recreation Management diplomas then complete the additional degree requirements.

Delivery Methods: Blended (Hybrid), On-Campus (Face-to-Face), Online

Credits: 120

Admission Requirements:

- Complete all of the following
  - Secondary school graduation or equivalent.
  - Earned a minimum grade of C+ (65%) in at least 1 of the following:
    - ENST 12 – English Studies 12
    - ENFP 12 – English First Peoples 12
    - ENGL090 – English – Provincial Level
  - Complete 1 of the following
    - Earned a minimum grade of C (60%) in at least 1 of the following:
      - PREC 12 – Pre-Calculus 12
      - CALC 12 – Calculus 12
      - STAT 12 – Statistics 12
      - MATH090 – Mathematics – Provincial Level
    - Earned a minimum grade of C+ (65%) in at least 1 of the following:
      - FOM 12 – Foundations of Mathematics 12
      - GEO 12 – Geometry 12
      - CS 12 – Computer Science 12
    - 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.

Recommended Admission Requirements:

Experience using Microsoft Word and Excel is recommended.

Program Completion Requirements:

General Education
27 Total Credits

- Complete all of the following
  - Earned at least 3 credits from the following:
    - ENGL100 – English Composition (3)
    - ENGL101 – Introduction to Poetry and Drama (3)
    - ENGL102 – Introduction to Prose Fiction (3)
  - Earned at least 3 credits from COMC, excluding:
    - COMC100 – Written & Oral Communication Skills (3)
    - COMC101 – Technical and Professional Writing (3)
  - Earned at least 6 credits from the following courses in these areas of study:
    - Social Science

    - Humanities
    - Fine Arts
- Earned at least 6 credits from the following courses in these areas of study:
    - Lab Sciences
- Completed at least 9 credits from the following types of courses: non-business electives (any Arts or Sciences courses)

Core Knowledge
39 Total Credits

- Complete all of the following
    - Completed at least 3 credits from the following types of courses: Math (Algebra, Calculus, Business Math)
    - Earned at least 3 credits from STAT
    - Earned at least 6 credits from ECON
    - Completed at least 3 credits from the following types of courses: Computers (Applications, Information Systems, Programming)
    - Completed at least 3 credits from the following types of courses: Financial Accounting
    - Completed at least 3 credits from the following types of courses: Managerial Accounting
    - Earned at least 3 credits from MKTG
    - Completed at least 3 credits from the following types of courses: General Management/Organizational Behaviour
    - Completed at least 3 credits from the following types of courses: Canadian Business Law
    - Completed at least 3 credits from the following types of courses: Ethics
    - Completed at least 3 credits from the following types of courses: Research Methods
    - Completed at least 3 credits from the following types of courses: Strategic Management

Business Electives
39 Total Credits

- Complete all of the following
    - Completed at least 21 credits from the following types of courses: lower level (100 and 200)
    - Completed at least 18 credits from the following types of courses: upper level (300 and 400)

Sustainability Requirements
15 Total Credits

- Complete all of the following
    - Completed the following:
        - MGMT310 – Sustainability Theory and Metrics (3)

- Completed the following:
  - MGMT410 – Managing Sustainable Operations (3)
- Completed the following:
  - MGMT470 – Sustainable Business Project Development and Research (4)
  - MGMT480 – Sustainable Business Project Implementation (3)
  - MGMT490 – Sustainable Business Project Evaluation And Presentation (2)

Grand Total Credits: 120

Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

Program Transfer Credit:

For information about block transfer agreements between programs in British Columbia, Alberta, and elsewhere, please visit http://www.cotr.bc.ca/transfer.

To minimize transfer issues, check with an academic advisor at the institution that will receive the transfer credits.

Academic Policies:

College of the Rockies policies related to courses can be found at https://cotr.bc.ca/about-us/college-policies/ and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.4.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Program Changes:

Information contained in this program outline is correct at the time of publication. Courses and course content may be revised from time to time based on changing educational, employment and marketing needs. The timetable may also be revised.

Course Descriptions: Refer to Course Outlines – https://outlines.cotr.bc.ca/course/