PDDB – Post-Degree Diploma in Sustainable Business

Business

Effective Term & Year: Fall 2022
Program Outline Review Date: 2025-03-01

Program Area: Business Management

Description:

This post-degree diploma program is designed for students who have a bachelor degree in a non-business field. The first year of the diploma provides a foundation in business administration; the second year focuses on the knowledge and analytical skills to promote sustainability initiatives and support sustainability requirements. Students will examine best practices in sustainable business activities, perform case study analysis, compare sustainable reporting frameworks, and examine environmental sustainability from a scientific perspective. Sustainable business planning will also be examined through government, not-for-profit and for-profit business lenses focusing on specific business functions such as marketing, human resource management, finance, operations and leadership.

Program Information:

This credential recognizes the growing demand for working professionals who can develop and manage sustainability initiatives. Sustainability reporting requirements are increasing at all levels of government and are often required to obtain contracts, funding, grants, and licenses. Public companies are accountable to consumers and ethical investors for their sustainability practices and environmental impact. Sustainability planning can also strengthen communities while increasing employee retention and morale. Sustainability also has an economic dimension in terms of the proven benefits of improving supply chain logistics, refining operational procedures, and reducing waste.

Credentials Granted:

Post-Degree Diploma in Sustainable Business

Minimum Course Grade: A minimum grade of C

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

General Requirements:

Flexible Assessment: A minimum of 25% of program credits must be completed with College of the Rockies' courses. For the Post-Degree Diploma in Sustainable Business Practices, this amounts to at least 15 credits. In most cases, students will complete a minimum of five sustainability courses (i.e. MGMT 303, MGMT 305, MGMT 307, MGMT 310, and MGMT 410).

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

Credits: 60

Admission Requirements:

- Complete all of the following
  - A degree other than Business, Commerce, Finance or Tourism from a recognized university/college or permission of the Dean is required.

    Students with a business-related degree from another country may enter the post-degree diploma program in order to retake introductory business courses in a Canadian context; however, no transfer credit or flexible assessment will be granted for these students to meet program requirements with the exception of transfer credit granted for ENGL 100.

  - Students whose first language is not English must have an IELTS assessment score of at least 6.0 in all bands and 6.5 overall.
  - Earned a minimum grade of C (60%) in at least of the following:
    - MATH080 – Mathematics – Advanced Level
    - PREC 12 – Pre-Calculus 12
    - PREC 11 – Pre-Calculus 11
    - CS 11 – Computer Science 11
    - CS 12 – Computer Science 12
    - FOM 11 – Foundations of Mathematics 11
    - FOM 12 – Foundations of Mathematics 12
    - STAT 12 – Statistics 12
    - GEO 12 – Geometry 12

Program Completion Requirements:

Year 1
30 Total Credits

- Complete all of the following
  Year 1 – Required Courses (21 credits
  - Complete all of the following
    - Completed the following:
      - ENGL100 – English Composition (3)
      - ACCT261 – Introductory Financial Accounting 1 (3)
      - ECON101 – Microeconomics (3)
      - ECON102 – Macroeconomics (3)
      - MATH111 – Business Mathematics (3)
      - MKTG281 – Principles of Marketing (3)
    - Completed at least 1 of the following:
      - MGMT204 – Principles of Management (3)
      - MGMT216 – Organizational Behaviour (3)

  A variety of elective courses can be used to satisfy this credit requirement. The electives are listed
  below. If elective courses are unavailable in a given semester, unused electives from other semesters
  may be substituted. Courses outside of the program may be considered as electives with the prior
  approval of the Business Program Coordinator.
  - Complete all of the following
    - Completed at least 3 of the following:
      - ACCT262 – Introductory Financial Accounting 2 (3)
      - CHEM100 – Introduction to Environmental Chemistry (3)
      - BIOL151 – Biology of the Environment (3)
      - ENSC101 – Introduction to Environmental Science (3)
      - COMC101 – Technical and Professional Writing (3)
      - COMC102 – Advanced Professional Communication (3)
      - COMP153 – Introduction to Data Processing (3)
      - COMP154 – Computer Applications in Business (3)
      - ECON250 – Environmental Economics (3)
      - ENST200 – Introduction to Environmental Sustainability (3)
      - HIST230 – Canada's Enviromental History (3)
      - MGMT216 – Organizational Behaviour (3)
      - MGMT204 – Principles of Management (3)
      - MGMT212 – Business Law (3)
      - MGMT302 – Human Resource Management (3)
      - MGMT304 – Introduction to Non-Profit Management (3)
      - MGMT316 – Entrepreneurship and Small Business Management (3)
    - NOTE: The following courses have an option for one of the folowing:
      • Technical and Professional Writing (COMC 101) or Advanced Professional Communications (COMC 102)

• Introduction to Data Processing (COMP 153) or Computer Applications in Business (COMP 154)

• Organizational Behaviour (MGMT 216) or Principles of Management (MGMT 204)

Year 2
30 Total Credits

- Complete all of the following
  Year 2 – Required Courses (18 credits
  - Complete all of the following
    - Completed the following:
      - MGMT303 – Business Ethics (3)
      - MGMT305 – Social Enterprise (3)
      - MGMT307 – Leading Sustainability (3)
      - MGMT310 – Sustainability Theory and Metrics (3)
      - MGMT410 – Managing Sustainable Operations (3)
    - Completed at least 1 of the following:
      - CHEM100 – Introduction to Environmental Chemistry (3)
      - BIOL151 – Biology of the Environment (3)
      - ENSC101 – Introduction to Environmental Science (3)

  A variety of elective courses can be used to satisfy this credit requirement. The electives are listed
  below. If elective courses are unavailable in a given semester, unused electives from other semesters
  may be substituted. Courses outside of the program may be considered as electives with the prior
  approval of the Business Program Coordinator.
  - Complete all of the following
    - Completed at least 4 of the following:
      - ACCT262 – Introductory Financial Accounting 2 (3)
      - CHEM100 – Introduction to Environmental Chemistry (3)
      - BIOL151 – Biology of the Environment (3)
      - ENSC101 – Introduction to Environmental Science (3)
      - COMC101 – Technical and Professional Writing (3)
      - COMC102 – Advanced Professional Communication (3)
      - COMP153 – Introduction to Data Processing (3)
      - COMP154 – Computer Applications in Business (3)
      - ECON250 – Environmental Economics (3)
      - ENST200 – Introduction to Environmental Sustainability (3)
      - HIST230 – Canada's Enviromental History (3)
      - MGMT216 – Organizational Behaviour (3)
      - MGMT204 – Principles of Management (3)
      - MGMT212 – Business Law (3)

- MGMT302 – Human Resource Management (3)
- MGMT304 – Introduction to Non-Profit Management (3)
- MGMT316 – Entrepreneurship and Small Business Management (3)

◦ NOTE: The following courses have an option for one of the folowing:
• Technical and Professional Writing (COMC 101) or Advanced Professional Communications (COMC 102)

• Introduction to Data Processing (COMP 153) or Computer Applications in Business (COMP 154)

• Organizational Behaviour (MGMT 216) or Principles of Management (MGMT 204)

Grand Total Credits: 60

Program Learning Outcomes:

At the successful completion of this program, students will be able to:

- identify and apply the fundamental concepts of accounting and use accounting terms as they relate to business situations;
- explain the objectives of financial reporting and how various audiences use accounting information in decision-making;
- use arithmetic and algebra to determine cost-volume profitability and interest payments;
- recognize fundamental marketing topics such as consumer decision making, business marketing, segmenting and targeting, marketing research, and the marketing mix components;
- describe the basic functions of management and the different types and levels of management;
- analyze the relationship between supply, demand, and other economic variables;
- analyze national income accounting; calculate and interpret macroeconomic indicators as well as fiscal and monetary policy;
- recognize the importance of sustainable business practices for long-term business viability;
- identify ethical issues in the various business disciplines including accounting, marketing, finance and human resources;
- explain the relationship between corporate social responsibility and its impact on triple bottom line financial performance;
- analyze complex social problems and develop market-based solutions;
- evaluate the main tools and methods used in marketing and fundraising for social good;
- interpret the impact of globalization, turbulent markets, disruptive technologies, climate change, and social stress on business practices;

- compare approaches to sustainability reporting in governmental, non-governmental, and not-for-profit organizations;
- devise strategies for overcoming resistance to change in sustainability implementation;
- evaluate how well organizations have managed product life cycle, production process management or supply chains to enhance sustainability;
- identify the components of an ecosystem and discuss the role of each in ecosystem sustainability; and
- apply a basic knowledge of science to analyze environmental processes and use measurement and data to solve typical problems of environmental importance.

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/