

From: **Coast Mountain College (CMTN)**
Diploma of Business, Human Resources Concentration

To: **University of Northern BC (UNBC)**
Bachelor of Commerce Degree, Major in
Human Resources Management

The following list of course equivalents will appear on the transfer credit summary for students who have successfully completed **CMTN's Diploma of Business, Human Resources Concentration** and are successfully admitted to the **Bachelor of Commerce with a major Human Resources Management degree at UNBC for the 2024-2025 Academic Calendar**.

Information in this handout is unofficial and should be used as a guide only. For questions regarding admission to UNBC or course selection please contact Student Recruitment & Advising at 250-960-6306 or advising@unbc.ca.

NOTE: As per UNBC Undergraduate Calendar Regulation number 14, "Students must complete a minimum of 30 credit hours of upper division UNBC course work to receive a UNBC degree."

CMTN Course Number & Name	UNBC Equivalence¹	
First Year Certificate must be completed before moving on to the diploma:		
ACCT 150	Financial Accounting I	COMM 210-3 ²
BCPT 150	Business Computers	CPSC 150-3
BENG 150	Business Communications	COMM 200-3
BLAW 152	Business Law	COMM 2XX-3
ECON 150	Microeconomics	ECON 100-3
ECON 151	Macroeconomics	ECON 101-3
MARK 150	Introduction to Marketing	COMM 240-3
MATH 150	Mathematics of Finance	MATH 1XX-3
MGMT 150	Principles of Management	COMM 1XX-3
3 Credits of 100 Level Business Administration or University Credit (UC) Elective*		

Human Resources Concentration

ACCT 252	Management Accounting I	COMM 211-3
BFIN 250	Business Finance I	COMM 220-3
MGMT 251	Organizational Behaviour	COMM 230-3
BPOL 250	Business Policy	COMM 2XX-3
or BSIM 250	Business Management Simulation	No credit – as per BC Transfer Guide
MGMT 255	Human Resources Management	COMM 330-3
MGMT 257	Recruitment and Selection	COMM 2XX-3
MGMT 258	Organizational Training and Development	COMM 2XX-3
MGMT 253	Labour Relations	COMM 2XX-3
MGMT 259	Compensation and Benefits	COMM 2XX-3
3 credits of second year Business Administration electives		

¹ Course equivalencies were determined through the articulation process and are listed on the BC Transfer Guide, www.bctransferguide.ca

Students will need to choose coursework appropriately so as not to receive duplicate Transfer Credit.

² Both CMTN ACCT 150 & ACCT 151 must be taken to receive noted transfer credit.

Note: Students who transfer with 30 or more credit hours of courses required for the Commerce degree will receive a waiver for UNBC COMM 100-3.

Note: Above based on CMTN 2024 website.

Recommended courses to take when given a choice as noted above:

CMTN Course Number & Name	UNBC Equivalence¹	
ACCT 151	Financial Accounting II	COMM 210-3 ²
FNST 101	Intro to First Nations Studies	FNST 100-3
BFIN 251	Business Finance II	COMM 320-3
MATH 101	Calculus I	MATH 100-3
MATH 251	Statistics	STAT 240-3

¹ Course equivalencies were determined through the articulation process and are listed on the BC Transfer Guide, www.bctransferguide.ca

Top 10 things you should know and do for a successful, smooth transfer to UNBC:

1. **Haven't applied to UNBC and have questions?**

Contact futurestudents@unbc.ca or visit <https://unbc4u.unbc.ca>. Our UNBC Recruitment team is happy to answer questions and help you apply to your desired program.

2. **Once you have been admitted and have received your Transfer Credit Summary, touch base with your Student Advisor.**

Your Student Advisor can help discuss how your transfer credits will be applied towards your UNBC program, any and all resources available to you and ultimately guide you through things you might not know about transferring to UNBC! Don't know who your student Advisor is? Find out here:

<https://www2.unbc.ca/advising/contact>

3. **Read carefully through all the details of your Pathway (this document).**

We have included many details in this document about multiple aspects of the transfer process. Have a question? Email transfercredit@unbc.ca.

4. **Use the BC Transfer Guide!**

The BC Transfer Guide (www.bctransferguide.ca) allows you to search how your post-secondary coursework might transfer to UNBC. In conjunction with your pathway document, we highly recommend using the BC Transfer Guide to explore how your previous post-secondary courses might transfer to UNBC!

5. **Know what 'Academic Calendar' means.**

When admitted to UNBC, you are following the program requirements of the Academic Calendar of your admit year. For example, if you are admitted for September 2022, you will be following the 2022-2023 Academic Calendar throughout the entirety of your undergraduate degree. Please ensure you are not simply "Googling" your program requirements but using the appropriate Academic Calendar by visiting www.unbc.ca/calendar. **To learn more about your academic calendar, touch base with your Student Advisor.**

6. **Hold onto your previous institution's course outlines!**

It's very possible that you have taken a course that needs to be reviewed. If this is the case, we may ask for course outlines in order to give you the most accurate and up-to-date information. Additionally, if you receive 'UNSP' credit as the course has never been reviewed, you can submit your course outlines to transfercredit@unbc.ca.

7. **Understand the terminology!**

Not sure what 'UNSP' means? Confused by the course numbering assigned to your transfer credit (ie. 2XX)? Be sure to visit our Transfer Credit Definitions page to learn more about your transfer credit:

<https://www2.unbc.ca/registrar/transfer-credit-definitions>

8. **Be Patient!**

Great things take time. Similarly, it can take up to 6 weeks for courses to be articulated once you have submitted course outlines.

9. **Understand your Degree Evaluation!**

Your Degree Evaluation is available once course registration opens/is open for your first semester at UNBC. Your degree evaluation organizes your course work for you, showing you how your transfer credit is being used and can help you track your progress to graduation.

<https://www2.unbc.ca/advising/understanding-your-degree-evaluation>

10. **Want to find out how many courses you have remaining to complete a Bachelor's degree?**

Completing a two-year program does not automatically mean that you will only have 2 years remaining of a Bachelor's degree. The remaining coursework is very subjective as each transfer student might have taken different courses. This means that it is very possible that you may have to take first year courses at UNBC. For a smooth transfer into the program, we highly recommend completing any courses listed under the 'Recommended Courses to take' section of the pathway if applicable. Contact your Student Advisor for more information!

Additional Questions? Here's who to contact:

Admissions – admissions@unbc.ca

Transfer Credit – transfercredit@unbc.ca

Degree Evaluation and Advising Questions:

- Find out who your Advisor is: <https://www2.unbc.ca/advising/contact>
- Then reach out and send them an email!

We are looking forward to seeing you at UNBC!