

BACHELOR OF COMMERCE

School of Business

MacEwan.ca/BCom (<http://www.macewan.ca/BCom>)

The Bachelor of Commerce focuses on the development of basic business and managerial competencies combined with an understanding of globalization and its implications. The program is structured to provide comprehensive preparation for management positions with both for-profit and not-for-profit organizations as well as the public sector.

The degree provides students with knowledge and critical understanding of commerce and management, and the ability to gather, review, evaluate and interpret information relevant to business and management.

Key professional skills are taught: ethical business practices and sustainability, business communication skills, teamwork, business analytics and technology, global and local mindsets, critical thinking and research, including the opportunity to engage in independent research and practice. These skills are integrated across all courses in the program.

The program consists of three types of courses: core, major/minor and elective. Core courses develop fundamental skills and abilities in business and management. Upon completion of core courses, the student will choose one of seven majors: Accounting, Human Resources Management, International Business, Legal Studies in Business, Management, Marketing or Supply Chain Management. The courses in the majors deepen knowledge of business within a focal area and the elective courses broaden education beyond business and tailor the degree to the student's interests. Cooperative Education streams are also available. Students have the option of completing a second major, or one or two minors. The program will prepare students for graduate studies in related fields.

Career Potential

Graduates of the Bachelor of Commerce program have a wide variety of options: they could choose to work in corporations, governments, not-for-profit organizations or perhaps start their own businesses. Careers in disciplines such as finance, marketing, accounting, banking, business consulting, management information systems, human resources management, team and organizational development, small business management, international business, operations management, purchasing or logistics are available. Another option is to continue their education by completing a graduate degree, such as an MBA or PhD, which could lead to an academic or research career.

Transferability

Internal Opportunities

Graduates of the following MacEwan University programs may be granted up to 60 credits towards the Bachelor of Commerce degree:

- Accounting and Strategic Measurement diploma
- Arts and Cultural Management diploma
- Asia Pacific Management diploma
- Business Management diploma –all majors
- Human Resources Management diploma
- Paralegal Studies diploma

Students are advised to consult a program advisor for the Bachelor of Commerce program for specific admission requirements.

External Opportunities

All courses completed for the Bachelor of Commerce degree are credit courses and may be transferable individually toward further study at other Alberta institutions. For current, detailed information on individual course transferability, refer to the Learner Pathways System at www.transferalberta.ca (<http://www.transferalberta.ca>) or contact the receiving institution directly.

Contact Information

T: 780-497-5162

E: bcom@macewan.ca

Categories of Admission

Applicants may be admitted to one of the following:

Regular Admission

To be evaluated through the Office of the University Registrar

Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1
2. Mathematics 30-1 or Mathematics 30-2
3. Three subjects from Group A, B, C, or D

Notes:

- Applicants are strongly encouraged to present a broad range of subjects in order to benefit from the breadth of learning and to increase flexibility of future program and course choices.
- A maximum of two Group B subjects may be presented; they must be from different disciplines.
- A maximum of one Group D subject may be presented. Group D subjects used for admission must be 5-credit or any credit combination of at least 5 credits (e.g., two 3-credit subjects).
- Applicants are strongly recommended to present Math 31.

Applicants with nine or more post-secondary level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Mature Admission

To be evaluated through the Office of the University Registrar

Applicants must be 20 years of age or older and have been out of full-time high school at least one year by the beginning of the intake term. Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1
2. Mathematics 30-1 or Mathematics 30-2

Applicants with nine or more post-secondary level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Previous Post-Secondary Work

To be evaluated through the Office of the University Registrar

Admission in this category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the University Registrar. In addition, transfer of coursework does not imply or guarantee that an applicant will be admitted.

Applicants must have successfully completed one of the following from a recognized institution:

- A MacEwan University diploma or equivalent from a recognized institution (minimum 60 credits) with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale and must have completed the English and Math requirements listed under the Regular or Mature Admission category.

OR

- A minimum of 24 university-level credits with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale and must have completed the required core courses listed under the Regular or Mature Admission category.

Block Transfer

- Students who have graduated from an approved business or business-related diploma with a minimum GPA of 3.0 on the 4.0 scale over the most recent 24 credits may apply for a block transfer that will allow a student to enter third year. The approved business diploma must have the following content: Economics (3 credits), Marketing (3 credits), English/Communications/Business Communications (3 credits), Accounting (3 credits), Mathematics/Finance/Financial Math (3 credits), and Introduction to Management/Introduction to Business/Organization Behaviour (3 credits)
- Applicants with an accounting diploma applying for the third year of the Bachelor of Commerce Accounting major must present the following: Economics (3 credits), English/Communications/Business

Communications (3 credits), Introductory Statistics (3 credits), Introductory Finance/Financial Management (3 credits), Business Law (3 credits), and Accounting (minimum 12 credits including Introductory Financial Accounting, Intermediate Financial Accounting I, Intermediate Financial Accounting II, Introductory Managerial Accounting).

Additional Admission Criteria

All applicants must meet the following:

1. English Language Proficiency

To be evaluated through the Office of the University Registrar

Applicable to All Admission Categories

All applicants must meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan University's academic calendar or online at MacEwan.ca/ELP

2. Other Admission Criteria

To be evaluated through the Office of the University Registrar

Applicable to All Admission Categories

Applicants who have been assigned two unsatisfactory academic records within the past five years will not be considered for admission or re-admission to the program until a minimum three years from the date of the assignment of the last unsatisfactory academic record. For the purpose of admission or re-admission, an unsatisfactory record is defined as a transcript with the notation 'required to withdraw' or equivalent.

Program of Study

Program Element	Description	Credits
Core	Business	39
Core	Non-Business	18
Total Core Requirement Credits		57
Primary Major	Majors range from 21 to 33 credits with a minimum of 21 credits at the senior level and 12 of those credits at the 300 or 400-level. Majors are comprised of both required courses and a selection of options.	21-33
Non-Business Electives	Students must complete 15-21 credits of Non-Business electives and may use these credits to fulfill the requirements of a minor(s) or second major.	15-21
Open Electives	Students must complete 9-15 credits of Open electives and may use these credits to fulfill the requirements of a minor(s) or second major.	9-15
Business Electives	Students must complete 6 credits of Business electives and can use these credits to fulfill the requirements of a minor(s) or second major.	6
Total Required Minimum Core, Major and elective credits for the degree		120

Minor(s) or second major	Students have the option of completing one or two minors, or a second major from the Bachelor of Commerce, provided they can satisfy their requirements for Business, Non-Business and Open Electives with that same coursework. Minors are comprised of 15 credits of senior-level course work. Students are limited to one minor from outside the School of Business.	15-30
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The minimum passing grade for a course at MacEwan University is a D unless otherwise noted next to the appropriate course in the program of study.

Core Business Courses

Course ID	Course Name	Credits
ACCT 311	Introductory Accounting	3
ACCT 322	Managerial Information and Control Systems	3
BUSN 201	Introduction to Sustainable Business	3
BUSN 450	Strategic Management	3
FNCE 301	Introductory Finance	3
LEGL 210	Business Law I	3
MARK 301	Fundamentals of Marketing	3
MSYS 200	Introduction to Management Information Systems	3
MGTS 103	Probability and Statistics I	3
MGTS 312	Probability and Statistics II	3
MGTS 352	Operations Management	3
ORGA 201	Introduction to Management	3
ORGA 316	Contemporary Organizational Behaviour and Theory	3

Core Non-Business Courses

Course ID	Course Name	Credits
ECON 101	Introduction to Microeconomics	3
ECON 102	Introduction to Macroeconomics	3
ENGL 102	Analysis and Argument	3
Select 3 credits of university ENGL ¹		3
PROW 210	Advanced Business Writing	3
Select 3 credits from the following:		3
FNCE 113	Introduction to Quantitative Decision-Making	
MATH 114	Elementary Calculus I	
MATH 120	Basic Linear Algebra I	

¹ not including ENGL 108 or ENGL 111

Majors

- Accounting Major (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/accounting-major>)
- Human Resources Management Major (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/human-resources-management-major>)
- International Business Major (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/international-business-major>)
- International Business Major - Honours Designation (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/international-business-major-honours-designation>)
- Legal Studies in Business Major (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/legal-studies-business-major>)
- Management Major (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/management-major>)
- Management Major - Honours Designation (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/management-major-honours-designation>)
- Marketing Major (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/marketing-major>)
- Marketing Major - Honours Designation (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/marketing-major-honours-designation>)
- Supply Chain Management Major (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/supply-chain-management-major>)
- Minors (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors>)

- Accounting Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/accounting-minor>)
- Anthropology Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/anthropology-minor>)
- Economics Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/economics-minor>)
- Finance Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/finance-minor>)
- French Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/french-minor>)
- History Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/history-minor>)
- Human Resource Management Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/human-resource-management-minor>)
- International Business Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/international-business-minor>)
- Legal Studies in Business Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/legal-studies-business-minor>)
- Management Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/management-minor>)
- Marketing Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/marketing-minor>)
- Political Science Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/political-science-minor>)
- Property Management Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/property-management-minor>)
- Psychology Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/psychology-minor>)
- Sociology Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/sociology-minor>)
- Spanish Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/spanish-minor>)
- Statistics Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/statistics-minor>)
- Supply Chain Management Minor (<https://calendar.macewan.ca/programs-study/bachelor-degrees/bachelor-commerce/minors/supply-chain-management-minor>)

Course Substitutions

Credit Earned in:	May Be Substituted for Credit in Program Course:
ACCT 111 & ACCT 161	ACCT 311
ACCT 218 & ACCT 268	ACCT 322
MGMT 223	ORGA 330
ORGA 214	ORGA 314
ORGA 233	ORGA 433

Bachelor of Commerce Honours Designation Information

The Bachelor of Commerce Honours Designation program provides eligible students with the opportunity to pursue more intensive study and research in their chosen field which may be of benefit to students considering graduate studies or a research-related position in business. There are three Honours disciplines offered: Management, Marketing and International Business.

General Selection Criteria for Honours Disciplines

For consideration into Honours disciplines, students must present the following:

1. Completion of a minimum of 45 credits applicable to the degree with a GPA of 3.0 or better;
2. Completion of a minimum of 6 credits at the senior level in the major required courses with a grade point average of 3.3 in all the courses completed in the discipline of study.

Students interested in one of the Honours disciplines are encouraged to request a Program Check from the School of Business Student Advisory Services Office. Note that entry into an Honours discipline is competitive; satisfying the minimum requirements may not guarantee admission. Admission is also dependent on the availability of an appropriate faculty supervisor for the thesis.

Honours Admission

Honours in Management - Admission Requirements

Students must present the following to be eligible to apply to the Honours in Management Designation.

1. Completed 45 credits in the Bachelor of Commerce degree
2. Completed a minimum of 2 courses from the Management Major Requirements
3. Present a combined average final grade of 3.3 in the courses from point #2

Note: Entry is competitive and dependent on department resources – satisfying the minimum requirements does not guarantee admission.

Honours in Marketing - Admission Requirements

Students must present the following to be eligible to apply to the Honours in Marketing Designation.

1. Completed 45 credits in the Bachelor of Commerce degree
2. Completed a minimum of 2 courses from the Marketing Major Requirements
3. Present a combined average final grade of 3.3 in the courses from point #2

Note: Entry is competitive and dependent on department resources – satisfying the minimum requirements does not guarantee admission.

Honours in International Business - Admission Requirements

Students must present the following to be eligible to apply to the Honours in International Business Designation.

1. Completed 45 credits in the Bachelor of Commerce degree
2. Completed a minimum of 2 courses from the International Business Major Requirements
3. Present a combined average final grade of 3.3 in the courses from point #2

Note: Entry is competitive and dependent on department resources – satisfying the minimum requirements does not guarantee admission.

Program of Study - Bachelor of Commerce Honours Designation

Bachelor of Commerce Honours students complete their program in 120 credits as do all Bachelor of Commerce students. They fulfill the requirements of the Honours Designation by taking 15 credits of Honours programming for their elective courses.

Honours Designation Requirements

Course ID	Course Name	Credits
BUSN 396	Advanced Quantitative Research Methods for Business	3
BUSN 397	Advanced Qualitative Research Methods for Management	3
BUSN 496	Senior Honours Seminar	3
Choose one of:		3
INTB 499	Honours Thesis - International Business	
ORGA 499	Honours Thesis - Management	
MARK 499	Honours Thesis - Marketing	
Choose a Senior 400 level course as determined and approved by the Faculty Advisor		3
Total Credits		15

Degree Regulations

Students are strongly encouraged to seek advice from the academic advisors about program planning, whether for completing degree requirements at MacEwan University or for transfer to another post-secondary institution.

Academic Residency - Credit Requirements

Further to the Academic Residency regulation requirement, Policy C2100, the Bachelor of Commerce program requires that the 60 credits must include a minimum of 12 credits in a major with six of those completed at the 400 level.

Core and Major Requirements

The Bachelor of Commerce program consists of 120 non-duplicative credits. The core program requirements include 57 credits, comprised of 39 business credits and 18 non-business credits. Each major includes 21-33 credits of specific coursework requirements. Refer to the Program of Study for each major for specific requirements.

Declaration of Major and Minor

Students are required to declare a major upon the completion of 60 credits and by published deadlines. As completion of one major is a graduation requirement, students are strongly encouraged to consult with a program advisor prior to declaration of their major. If students change their major following their declaration, additional coursework may be necessary to fulfill the requirements of the new major.

Students have the option of completing a second major from existing majors in Commerce, or one or two minors, provided they can satisfy their requirements for Business, Non-Business, and Open electives with that same coursework. Minors are comprised of 15 senior-level credits and are not a graduation requirement. Only one minor from outside the School of Business is permitted.

Depending on the courses or specializations in which a student chooses to enroll, meeting the requirements of a double major may require the completion of more than 120 credits. Further, students admitted into the Bachelor of Commerce via Block Transfer cannot complete a minor.

Electives and Options

The Bachelor of Commerce has specific requirements for elective and option credits.

The four categories are:

1. Options – a choice of courses from a list specified in the requirements for some majors
2. Business Electives – a choice of any baccalaureate level course from the School of Business which is not a required core or major course in the student's primary major. Students may use Business Electives to meet minor or second major requirements.
3. Non-Business Electives – a choice of any baccalaureate level course outside the School of Business which is not a required core or major course in the student's chosen major. Students may use Non-Business Electives to meet minor requirements inside and outside the School of Business.
4. Open Electives – a choice of any baccalaureate level course which is not a required core or major course in the student's primary major. Students may use Open Electives to meet minor or second major requirements.

Maximum 100 Level Courses

A maximum of 39 credits at the 100-level are permitted in completion of the Bachelor of Commerce degree. Additional credits at the 100 level will be declared extra to the degree. The required 100 level language credits for students in the International Business major are exempt from this limit.

Progression of Studies

Students are responsible for ensuring they meet the prerequisite and/or co-requisite requirements as noted on all courses that may fulfill Bachelor of Commerce program requirements.

Bachelor of Commerce Co-operative Education Programming

The co-operative education program component is competitive as there are limited co-op placements. Students interested in this program are encouraged to speak with an advisor and visit the website for up-to-date information: MacEwan.ca/bcom (<http://MacEwan.ca/bcom>).

Co-operative Education Degree Regulations

All students who apply and are accepted into the Co-operative Education stream will be subject to MacEwan Policy C2065 Co-operative Education and the Bachelor of Commerce Co-operative Education Degree Regulations.

Applying to the Co-Operative Education Stream

Once students are admitted to the Bachelor of Commerce program and meet eligibility criteria for the Co-operative Education Stream they may apply. International students are eligible to apply but are responsible for obtaining any visas or work permits that are required.

Withdrawal from the Co-operative Education Stream

A student who fails to report to a work placement, or is dismissed from a work placement, may be assigned a failing grade for that work placement. Any student who leaves a work placement without university approval will receive a failing grade for the work placement and may be prohibited by the Chair or delegate from continuing in the Co-operative Education Stream. The university reserves the right, at any point during the work placement, to remove a student from situations in which students, clients, or other individuals are placed at risk, or when the student engages in behaviour that is contrary to the professional requirements of the work placement.

Additional Core Requirements

All co-op students must complete the following four courses in addition to the 120 credits required to graduate from the Bachelor of Commerce degree:

Course ID	Course Name	Credits
COOP 290	Co-op Pre-employment Seminar	0
COOP 295	Co-operative Education: First Work Experience (480 hours)	0
COOP 395	Co-Operative Education: Second Work Experience (480 hours)	0
COOP 495	Co-Operative Education: Third Work Experience (480 hours)	0

As part of these courses students will create learning objectives, complete a work placement report and be evaluated by their employer.

Prior to the start of a work placement students are required to sign a declaration stating that they have read and understood their responsibilities to both their employer and the university.

Work Placements and Timing

Each work placement will consist of a minimum of 480 hours of paid employment in a job that is relevant to the student's program. The student must have no more than two academic terms remaining when the final work placement is completed; and the student's last term in the program must be an academic term.

Students benefit from their work placement experience by being exposed to the work setting in more than one season of the year. They are strongly encouraged to choose work terms in more than one season, unless it can be demonstrated that their work is of a purely seasonal nature.

Course Load During Full-Time Co-Op Work Terms

Co-op work and study are designed to be engaged in full time. Students may not be enrolled in any other credit coursework concurrently when registered in a Co-op work term. This regulation applies to students registered in any one of COOP 295, COOP 395 or COOP 495.

Under certain circumstances, students may obtain consent to register in one, three-credit course for which credit can be recognized in the MacEwan University Bachelor of Commerce degree, while registered in one of the three COOP work experience courses. Students will submit a

written request to the attention of the department chair (or delegate), care of BCom, student services, explaining compelling reasons to enroll while on Co-op work term. Submissions must be hand delivered, dated and signed by the student. Permissions may be granted based on individual circumstance. If students register in course(s) while being registered in one of COOP 295, COOP 395 or COOP 495 without obtaining written consent, they will be automatically removed from the Co-op placement.

Responsibility for Obtaining a Work Placement

The university will facilitate the assignment of students in work placements. However, students are ultimately responsible for finding their own work placements, and all work placements must be approved by the University. The University cannot guarantee students' co-op employment, because labour market conditions are variable and beyond university control. A student's failure to find a work placement may result in the student being required to withdraw from the Co-op stream.

Grade Point Average (GPA) Requirements

The student must maintain good academic standing (a grade point average of at least 2.0) to enrol in co-op work placements. Failure to maintain a minimum GPA of 2.0 will result in the student being withdrawn from the Co-op stream.