

# Faculty of Business

60	The Faculty of Business	163
61	The Professors	164
62	General Information	165
62.1	Undergraduate Programs	165
62.2	The Degrees of BSc in Forest Business Management and BSc in Agricultural/Food Business Management	165
62.3	Graduate Programs	166
62.4	Executive and Management Development	166
62.5	School of Retailing	166
62.6	Career Opportunities	166
62.7	Student Organizations	166
63	Faculty Regulations	167
63.1	Admission	167
63.2	Changes in Registration	167
63.3	Withdrawal from the University	167
63.4	Attendance at Another Institution	167
63.5	Academic Standing and Graduation	167
63.6	Transfer of Credit	168
63.7	Course Load Requirements	168
63.8	Time Limit to Complete Program	168
63.9	Appeals and Grievances	168
63.10	Student Advising	168
63.11	Credit by Special Assessment	168
64	Programs of Study	169
64.1	BCom (General)	169
64.2	Majors in Business	170
64.3	Bilingual BCom	180
64.4	BCom (After Degree)	180
64.5	BCom (Cooperative Education Program)	181
64.6	BCom Honors Program	182
65	Courses	183
65.1	Restricted Enrolment in Business Courses	183
66	Diploma in Corporate Finance	183
66.1	Academic Standing and Graduation	183
66.2	Transfer of Credit to the MBA	183
67	Certificate Program in Real Estate	183
67.1	Program	183
67.2	Academic Standing and Graduation	183
67.3	Transfer of Credit	184

## 60 The Faculty of Business

### Who We Are

The University of Alberta Faculty of Business, also known as the School of Business, is an award-winning Faculty and a very proud member of the University of Alberta team. We are within striking distance of our goal—to be recognized among the top one percent of business schools in the world.

We are building on a proud history of achievement. Since 1916, when it was established as a School of Accountancy, the Faculty of Business has trained good men and women who are equipped to manage public and private organizations across the globe. Our 15,000 alumni make their mark in Canada and around the world.

### What We Do

We are a “full service” business school offering undergraduate, master’s and PhD degrees. The varied disciplines covered by these degrees are grouped into four departments:

- Accounting and Management Information Systems
- Finance and Management Science
- Marketing, Business Economics and Law
- Strategic Management and Organization

We offer BCom majors in traditional and newer areas of study as well as specialty niches. You can take your BCom in one of our specialized language programs: East Asian Studies, European Studies, Latin American Studies or International Business. You can take your Bilingual BCom in partnership with Faculté Saint-Jean. You can take your BCom and gain valuable experience through our Cooperative Education program. Programs with other Faculties allow students to minor in business or take joint degrees.

Our MBA program includes specializations in Natural Resources and Energy, Leisure and Sport Management, Technology Commercialization, and International Business. We offer joint MBA degree programs with the Faculties of Law, Engineering, and Agricultural, Life and Environmental Sciences. We offer a joint Executive MBA program with the University of Calgary.

Our PhD program attracts outstanding students globally. Our PhD graduates are teaching at universities around the world including Berkeley, the Australian Graduate School of Management and Carnegie-Mellon.

### Faculty Awards and Accomplishments

Our culture of research and teaching could not happen without award-winning faculty. Outstanding research puts some departments among the top 50 in North America and among the

top one or two business schools in Canada. Faculty awards and accomplishments include:

- four 3M Teaching Fellowships. No other business school in Canada has more than one.
- ranked 56th in the world in research by the *Financial Times of London's* ranking of top 100 business schools; ranked among the top 50 business schools worldwide in terms of research in a recent benchmarking exercise undertaken by the University of British Columbia
- 2 *National Post* Leaders in Management Education Award
- Fellow of the Royal Society of Canada
- Fellow of the Academy of Management
- First Canadian Business School accredited by the AACSB
- Distinguished Scholar Award – Academy of Management
- three Killam Annual Professorships; two Kaplan Awards
- U of A Centre of Excellence: Centre for Professional Service Firm Management
- Erhan Erkut – First Vargo Professor of Teaching

### Student Awards and Accomplishments

- MBA students: Silver Medal winners of the 2006 MBA Games and host of the 2007 MBA Games
- Undergraduate students: Gold medal winners in Tax and Debate at the Jeux de Commerce West 2006
- First Place in 2006 GAAP Accounting Competition
- Best Undergraduate Paper, Canadian Operations Research Society 2005, 2006

## 61 The Professors

### Members of the Faculty

#### Officers of the School

**Dean**  
MB Percy, PhD (Milner Professor in Leadership)

**Associate Dean (Research)**  
R Greenwood, PhD (Telus Professor of Strategic Management and Director, Centre for Professional Service Firm Management)

**Vice Dean**  
T Scott, PhD

**Director of PhD Program**  
D Cooper, PhD (CGA Professor of Accounting)

**Associate Dean (MBA Programs)**  
J White, PhD

**Executive Director, MBA Program**  
H Christenson, MBA

**Associate Dean (Undergraduate)**  
E Geddes, LLM

**Director of Business Career Services**  
D McNeely

**Director, External Relations**  
E Christianson, MA

**Director, Development**  
M House, BCom

**Communications Strategist**  
M Wegner, BCom

**Assistant Dean (International)**  
E Wong, PhD (Director, Centre for International Business Studies)

**Director, Administration and Finance**  
C Moneta, CMA

**Adjunct Professors**  
M Anielski, MSc  
R Hyndman, PhD  
D Loughton, PhD  
R Li

#### Accounting and Management Information Systems

**Professor and Chair**  
P Tiessen, PhD, FCMA

**Professors**  
D Cooper, PhD (CGA Chair in Accountancy and Director, PhD Program)

J Gaa, PhD  
K Jamal, PhD (Chartered Accountants Distinguished Chair in Accounting)  
J Kao, PhD (Alexander Hamilton Fellowship)  
C McWatters, PhD  
T Scott, PhD (Vice Dean)

**Associate Professors**  
J Lee, PhD  
R Patterson, PhD (Alberta School of Business Fellow in Management Information Systems)  
F Sabac, PhD  
H Wier, PhD

**Assistant Professors**  
O Arazy, PhD  
K Asdemir, PhD  
A Choy, PhD  
Y Gao, PhD  
Y Ji, PhD  
T Schneider, PhD  
J Tian, PhD  
Y Tian, PhD

**Visiting Assistant Professors**  
L Amerongen, PhD  
V Davis  
K Dewald

J King  
M Maier, PhD  
**Adjunct Professor**  
T O'Malley

### Finance and Management Science

**Associate Professor and Chair**  
V Mehrotra, PhD (Collins Professor of Finance and Jarislowsky Fellow)

**Professors**  
TE Daniel, PhD  
R Morck, PhD (University Professor, Jarislowsky Distinguished Chair in Finance and Director, Canadian Corporate Governance Institute)

AO Nakamura, PhD  
PP Talwar, PhD (Life Underwriters Fellow)

**Associate Professors**  
F Aguerrevere, PhD (Finance Faculty Fellow)

M Huson, PhD (Pocklington Professor of Free Enterprise and Jarislowsky Fellow)

A Ingolfsson, PhD (Director, Centre for Excellence in Operations)

A Kaul, PhD (Life Underwriters Fellow and Jarislowsky Fellow)

K Schultz, PhD

**Assistant Professors**  
Y Duan, PhD  
B Kolfal, PhD  
D McLean, PhD  
A Watnabe, PhD  
K Xu, PhD

**Visiting Assistant Professors**  
F Galli, PhD

R Hagtvedt, PhD  
B Jamieson, PhD

J-W Kim, PhD

Y Kim, PhD  
A Marosi, PhD  
M Zhao, PhD

**Adjunct Professors**  
E Erkut, PhD  
T Joro, PhD

G Laporte, PhD  
A Monga, PhD

### Marketing, Business Economics and Law

**Associate Professor and Chair**  
R Johnson, PhD

**Professors**  
R Beason, PhD  
U Chakravorty, PhD (Canada Research Chair)

J Doucet, PhD (Enbridge Professor of Energy Policy and Director, Centre for Applied Business Research in Energy and the Environment)

T Elrod, PhD  
A Finn, PhD (Banister Chair of Marketing)  
R Fisher, PhD (Alberta School of Business Professorship)

J Swait, PhD

**Associate Professors**  
J Argo, PhD (Roger S Smith Fellowship)  
R Fatum, PhD

G Haeubl, PhD (Canada Research Chair)

P Messinger, PhD  
K Murray, PhD (Director, School of Retailing)

D Olsen, PhD  
P Popkowski Leszczyc, PhD

J Pracejus, PhD  
B Scholnick, PhD (Eric Geddes Fellowship)

**Assistant Professors**

A Leach, PhD

Y Lin, PhD

R Liu, PhD

Y Ma, PhD

L Nostbakken, PhD

P Vacek, PhD

**Visiting Assistant Professors**  
D Feils, PhD

E Geddes, LLM (Assistant Dean, Undergraduate Program)

A Yacyshyn, PhD

**Adjunct Professor**

T Bubela, PhD

C Carlson, PhD

### Strategic Management and Organization

**Professor and Chair**

Y Reshef, PhD

**Professors**

R Field, PhD

EG Fisher, PhD

RP Gephart, Jr, PhD

R Greenwood, PhD (Associate Dean Research, Telus Chair in Strategic Management and Director, Centre for Professional Service Firm Management)

D Jennings, PhD

M Lounsbury, PhD

M Percy, PhD (Dean and Milner Professor in Leadership)

D Philippon, PhD (Special Advisor to the Provost on Health System Relations)

L Steier, PhD (Professor of Entrepreneurship & Family Enterprise and Academic Director, Centre for Entrepreneurship and Family Enterprise)

G Laporte, PhD  
A Monga, PhD

**Associate Professors**

D Deephouse, PhD

I Gellatly, PhD

J Jennings, PhD

A Luchak, PhD

**Assistant Professors**

M Inness, PhD

P Reay, PhD

**Visiting Assistant Professor**

D Miller, PhD

**Adjunct Professors**

H Krahn, PhD

D Mason, PhD

R Moore, PhD

E Snider, PhD

B Townley, PhD

M Washington, PhD

### Professors Emeriti

RL Beck, PhD, CPA

S Beveridge, PhD

JL Brown, PhD

EJ Chambers, PhD

DM Cullen, PhD

RA Denham, PhD

M Gibbins, PhD, FCA

D Goodale, PhD, CA, FCMA

CR Hinings, BA

IF Ivankovich, MBA, LLB

CTL Janssen, PhD

JD Jobson, PhD

R Korkie, PhD

KW Lemke, MComm, FASA,

CPA, AAUQ

S McFadyen, PhD

R Mirus, PhD

G Murney, PhD

J Newton, PhD

WA Preshing, PhD

R Rasmussen, PhD

P Raworth, LLM

GB Reschenthaler, PhD

RE Schneck, PhD

ES Shihadeh, PhD

R Smith, PhD

A Warrack, PhD

CB Williams, PhD

P Winters, PhD

### Additional Members of Faculty Council

**President and Vice-Chancellor**

IV Samarasekera, O.C.

**Registrar of the University**

**Professors**

1 Representative from the following Faculties:

Arts, Education, Extension, Law, Science

**Winsper Business Reference Room**

K West, Librarian

**Institute of Chartered Accountants of Alberta**

1 Representative

**Student Representatives**

2 MBA students

5 Undergraduate students

1 PhD student

**Business Alumni Association**

1 Representative

**Support Staff**

1 Representative

**Sessional Staff**

3 Representatives

## 62 General Information

The Faculty of Business offers the degrees of Bachelor of Commerce, Master of Business Administration, and Doctor of Philosophy in Business Management. Information on the graduate programs can be found in §205.9.

### 62.1 Undergraduate Programs

#### 62.1.1 BCom Program

The Bachelor of Commerce program seeks to provide the student with a broad background in the different areas of business as well as in related fields in the humanities and social sciences. The business world and its environment have changed enormously in the last twenty years and will change at an even faster pace in the next twenty. In this trend, questions about the environment will become increasingly important. No school of business can possibly teach the solution to problems which will arise several years from now. A school should, therefore, seek to provide a basis for effective self-learning through actual experience by teaching the broad underlying fields of knowledge which are basic to business. The emphasis is on developing a comprehensive analytical framework within which various organizational problems can be analyzed. Students will also be able to study an area of interest in some depth.

#### 62.1.2 BCom Program after Approved Degree

Requirements for a BCom degree after another approved degree will depend, in part, on the previous degree held.

Individuals who have been admitted to the Faculty and have an approved degree conferred in the last eight years shall be required to satisfy the requirements of the Business Core plus five senior business electives. This is subject to completing a minimum of ★45 in coursework and not more than ★60 in the Faculty of Business. Students possessing a previous Business degree or equivalent from another institution may not be eligible for the After-Degree Program. Depending on previous coursework, a student in the After-Degree program may not be eligible to take certain majors or minors. The Bilingual Bachelor of Commerce is not available to After-Degree students.

For further information, contact the Undergraduate Office of the Faculty of Business.

#### 62.1.3 Bilingual BCom/Baccalauréat bilingue en Administration des affaires

The four-year Bilingual Bachelor of Commerce degree is a collaborative effort between Faculté Saint-Jean and the Faculty of Business. This is a program unique in Canada for offering students the opportunity to obtain a fully bilingual Business degree in Canada's two official languages. Students will complete half of their course work at Faculté Saint-Jean and half of their coursework in the Faculty of Business. The objectives of the program are:

- To respond to a need expressed by Francophone and Francophile students for course in French leading to a Bachelor of Commerce degree in Alberta;
- To prepare bilingual (French-English) graduates who will be competitive in a global economy;
- To promote the University of Alberta as a leading University offering a unique degree in North America;
- To attract students from French-speaking Canada and other countries in the world where French is a major language.

Students seeking entry to this program should consult the admissions sections for both the Faculty of Business (§15.4.1.VII) and Faculté Saint-Jean (§183.1.2). For a detailed program description see §§64.3 and 184.9.

#### 62.1.4 Transition Year Program

This admission category is reserved for aboriginal applicants who have successfully completed the Transition Year Program administered by Aboriginal Student Services Centre (Student Services Office) at this University. Such applicants will be considered for admission to the Faculty of Business if they have obtained a GPA of 2.3 or better. For further details, see §14.1.3.

#### 62.1.5 Visiting Students

Students from other universities or colleges are eligible to be considered for admission to the Faculty of Business as visiting students if

- (1) they are Business or equivalent degree program students at their home institution;
- (2) their home institution provides a letter of permission;
- (3) they have completed a minimum of ★24 at the home institution;
- (4) their academic record shows satisfactory standing.

Priority for visiting student status is given to students who are applying under the auspices of a formal exchange program. Visiting student status is granted for one academic year. Visiting students must reapply each year and present a new letter of permission from their home institution. As the Faculty of Business is a limited enrolment Faculty, visiting student admissions may be restricted.

Degree students in the Faculty of Business wishing to attend another institution as a visiting student see §63.4.

### 62.1.6 Special Students Studying to Satisfy Requirements of Professional Accounting Organizations

The Faculty's policy with respect to special students taking courses to satisfy the requirements of professional accounting organizations such as the Institute of Chartered Accountants, the Society of Management Accountants, and the Certified General Accountants, is as follows:

- (1) Special accounting students, see §12.7 for deadlines.
- (2) All students applying for Special Student Status are required to be registered as a student with one of the professional accounting organizations and provide the Faculty with a letter confirming this registration. The letter must also detail which courses the student requires.
- (3) Students who hold a Bachelor of Commerce Degree, awarded by the University of Alberta within the previous five years from date of application, will be admitted to take the courses required to meet professional accounting requirements.
- (4) Students who received the Bachelor of Commerce Degree from the University of Alberta more than five years previous to the date of application must have graduated with a grade point average of at least 3.0 during their final year of study to qualify as special accounting students.
- (5) All other applicants who hold an approved degree must have obtained a grade point average of at least 3.0 during their final year of study to be admitted. Students who fall into this category will be allowed to take a maximum of ★24 to satisfy professional accounting requirements. In all cases, course prerequisites must be satisfied. If the total number of courses required exceeds ★24, including prerequisites, the applicant will be considered for the BCom program for applicants holding an approved degree.
- (6) Further information about professional accounting organizations is available from the following:

Institute of Chartered Accountants of Alberta (CA)  
580 Manulife Place  
10180 - 101 St  
Edmonton, Alberta T5J 4R2  
Telephone: 424-7391

The Society of Management Accountants of Alberta (CMA)  
1800, One Palliser Square  
125 - 9 Avenue SE  
Calgary, Alberta T2G 0P6  
Telephone: 1-800-332-1106

The Certified General Accountants of Alberta (CGA)  
1410, 555 - 4 Avenue SW  
Calgary, Alberta T2P 3E7  
Telephone: 1-800-661-1078

## 62.2 The Degrees of BSc in Forest Business Management and BSc in Agricultural/Food Business Management

These programs are offered jointly by the Faculty of Agricultural, Life and Environmental Sciences, and the Faculty of Business. While they are administered in the Faculty of Agricultural, Life and Environmental Sciences, the programs are managed by an interdisciplinary committee with representation from both Faculties. (See §§34.3 and 34.8 for details.)

## 62.3 Graduate Programs

The Faculty of Business offers the degrees of Master of Business Administration, and Doctor of Philosophy in Business Management. Information on these graduate programs can be found in §205.

## 62.4 Executive and Management Development

The Faculty of Business offers various courses and diploma programs designed to enable experienced professionals and managers to acquire and enhance their knowledge, skills and attitudes in a variety of management and leadership areas. For information on any of these courses or programs, please contact:

Centre for Executive and Management Development  
2-24 Business Building  
University of Alberta, Edmonton, AB T6G 2R6  
(780) 492-5832  
Toll-free: 1-877-MGMT-DEV  
E-mail: pd@ualberta.ca  
Website: <http://cemd.bus.ualberta.ca>

or

The Office of MBA Programs  
2-30 Business Building  
University of Alberta, Edmonton, AB T6G 2R6  
(780) 492-3946  
E-mail: mba.programs@ualberta.ca  
Website: [www.albertaemba.com/index.html](http://www.albertaemba.com/index.html)

### 62.4.1 Diploma in Corporate Finance

The Diploma in Corporate Finance is designed to offer advanced finance and management information systems training to working professionals. For more information please contact the Centre for Executive and Management Development above.

### 62.4.2 Executive MBA

The Alberta Executive MBA program is an integrated program that is provided jointly by the School of Business at the University of Alberta and the Faculty of Management at the University of Calgary. It provides a challenging curriculum for executives and managers wishing to upgrade and enhance their existing skills. For more information please contact the Office of MBA Programs above.

### 62.4.3 The Banff School of Advanced Management

The Faculty of Business and the University of Alberta sponsor the Executive Development Program at the Banff School of Advanced Management (BSAM). Established in 1952 by the Universities of Alberta, British Columbia, Manitoba, and Saskatchewan, BSAM has gained an enviable reputation in the Canadian private and public sectors. More than 3800 executives from 800 organizations have participated in the program. The residence and conference facilities of the Banff Centre, plus an outstanding teaching staff, make BSAM a leading executive development institution.

For further information concerning the BSAM program, please contact the School directly:

President  
The Banff School of Advanced Management  
PO Box 1020, Banff, Alberta T0L 0C0  
(403) 762-6126/7

## 62.5 School of Retailing

The School of Retailing is Canada's leading institution for retail education and research. The focus is on educating business students to become successful in a retail-related career, and advancing retailing by building stronger relationships among businesses, students and the academic community. The School of Retailing is a primary source of retail knowledge attracting students and retailers alike to hone both academic and practical skills.

### 62.5.1 Undergraduate Major and Minor in Retailing and Services

Please see §64.2.18.

### 62.5.2 Internship Program

Any student registered in the Bachelor of Commerce program or Bilingual Bachelor of Commerce program is eligible to participate in the School of Retailing Internship program. It provides students with paid employment in addition to course credit in MARK 465. Contact the School of Retailing for more information.

### 62.5.3 Certificate Program in Real Estate

This certificate program is offered jointly by the University of Alberta Faculty of Business, the Canadian Institute of Retailing and Services (CIRAS), and the Alberta Real Estate Foundation (AREF). It consists of five courses with 60 hours of instruction in business principles designed for the needs of real estate agents.

Successful completion of all courses is required to obtain the certificate. Credit is granted on a pass/fail basis. Credit for these courses may be applied to requirements of the Real Estate Council of Alberta's Continuing Education Program.

Application for admission as special students to the Certificate Program in Real Estate must be made through the Faculty of Business. Contact the Faculty for specific information concerning application.

Students are selected by a committee of representatives of the Faculty of Business and CIRAS. Students selected for the program would normally have completed or be in the process of completing the Real Estate Agents' Program in Alberta or be a licensed real estate agent or broker in Alberta.

## 62.6 Career Opportunities

The opportunities for Bachelor of Commerce graduates range from positions in government (federal, provincial and municipal) and large enterprises, to partner or owner of small firms. The types of positions graduates hold in these organizations range from systems analysts to financial analysts, from sales managers to accountants.

Opportunities in any year fluctuate with the general level of economic activity in the country. Although it is difficult to forecast the job market several years ahead, the demand for graduates is expected to grow or at least remain constant in the next few years; the job market outlook is therefore favorable.

Additional information about employment opportunities is available from the Faculty of Business, Business Career Services, 2-21 Business building.

Information regarding the various areas of specialization within the field of business administration is found in §64.2.

## 62.7 Student Organizations

### BSA (Business Students' Association)

The BSA is the largest undergraduate student organization within the Faculty. Undergraduates registered in the Faculty are automatically members of the Association and are entitled to run in BSA elections for both executive and council positions in the BSA. In addition, a number of positions are available on the Faculty of Business Council, General Faculties Council and Students' Council. These representatives act as liaisons between students, the Faculty, the University and the business community.

The BSA publishes a handbook for all Business students, rents lockers in and around the Business building and operates a number of social, academic and professional events throughout the year. Contact the office (2-06 Business, 492-2454) for further details.

### The MBA Association

Office: BUS 4-06B

The MBA Association is the official body representing masters' degree students in the Faculty of Business. It is a non-profit service organization administered by the students of the MBA program. The organization promotes fellowship among students through their activities; promotes cooperation and rapport between the students and the academic and administrative staff; represents students on all organizations and bodies on which the Association has representation; promotes contact between graduate students and members of the business community; extends the academic and non-academic interests of the members through forums, special lectures, and discussion groups; and advises, counsels, and acts on student problems which cannot be handled effectively through Faculty channels.

### Other Student Organizations

Business students are actively involved in various clubs across many disciplines. Below is a list of student organizations. Detailed information is available at: <http://studentweb.bus.ualberta.ca/>

**AIIEEC (International Association of Students of Economics and Commerce)**, Office: BUS 2-04D

**Accounting Club**, Office: BUS 2-04C

**Association of Collegiate Entrepreneurs** Office: BUS 2-04F

**Cooperative Education Student's Association Office**: BUS 2-04G

**Human Resources Management Association** Office: BUS 2-04F

**Investor's Club** Office: BUS 2-04B

**MISSS (Management Information Systems Student Society)** Office: BUS 2-04C

**Marketing Club** Office: BUS 2-02

**Operations Management Club** Office: BUS 2-04H

**RMBS (Rocky Mountain Business Seminar)** Office: BUS 2-04

## 63 Faculty Regulations

### 63.1 Admission

#### 63.1.1 Graduate Study

For information regarding Graduate Study, please consult §205.9 of the Graduate Program section of the Calendar.

#### 63.1.2 Undergraduate Study

General university admission requirements are set out in §§13 and 14. Detailed admission requirements for the Faculty of Business are set out in §15.4.

#### 63.1.3 Continuing Students

Students in good standing who are continuing their program without interruption do not have to reapply for admission; they need only obtain their registration material and use the Bear Tracks web registration system at www.registrar.ualberta.ca

### 63.2 Changes in Registration

The Faculty makes every effort to assure that program requirements are met by the courses in which a student is registered. However, the responsibility for the completeness and accuracy of registration rests with the student, and he/she should be satisfied that the program is in accordance with degree specifications.

#### Adding or Dropping Courses

The deadlines for adding Fall Term, Fall/Winter, and Winter Term courses can be found in §11. Courses dropped before the deadline will not be part of the student's record.

#### Withdrawing from Courses

The deadlines for withdrawing from courses are as noted in §11.

A grade of W (withdrawal) will be recorded on a student's record if he/she withdraws from a course after the add/drop deadline but before the withdrawal deadline. No withdrawal after the deadline will be permitted except for major causes beyond a student's control, such as extended illness.

### 63.3 Withdrawal from the University

Subject to the provisions specified in §63.2, a student may withdraw from the University at any time but should seek advice from Faculty advisors or Student Counselling Services before taking such action. Further information regarding fee refunds or exemption from fees is found in §22.2.9.

#### 63.3.1 Discontinuance of Attendance

Students must apply for permission before discontinuing their registration. The consequence of unapproved discontinuances is the loss of registration privileges in the Faculty except by reapplication and consideration with all other applicants under the quota provisions in force at the time of reapplication.

- (1) Individuals registered as students in the Faculty of Business must have the permission of the Assistant Dean, Undergraduate Program, if they wish to discontinue their attendance and retain their status in good standing in the Faculty.

- (2) Discontinuance is defined to be no course completions for a full Fall/Winter (September–April).
- (3) Normally, discontinuance will be allowed for many reasons related to an individual's well-being. These may include health reasons, the necessity for personal reflection or other similar reasons, and they may or may not relate to employment. It is expected that a date of recommencement and expression of commitment to degree completion are established at the time discontinuance is allowed.
- (4) Normally, discontinuance will not be allowed for pursuit of other normal academic programs or degrees. It would be deemed unusual to provide a commitment for a place in the BCom Quota Program when discontinuance is directed to pursuing other academic studies.

### 63.4 Attendance at Another Institution

#### 63.4.1 Attendance at Another Institution as a Visiting Student

Following initial admission, students are expected to complete all requirements at the University of Alberta. However, under academically justifiable special circumstances, students may apply to the Assistant Dean, Undergraduate Program, for permission to take courses at another institution for application to their program here if

- (1) they are degree program students of the Faculty of Business;
- (2) they have already completed a minimum of ★24 of their program at the University of Alberta;
- (3) they present "Satisfactory" academic standing (i.e., GPA of 2.0 or greater).
- (4) they have fewer than ★60 in transferable courses to the Bachelor of Commerce program

A student while registered in the Faculty of Business will not receive permission to register as a Visiting Student at another institution if the equivalent course is given on campus in the same term, except in the case of formal exchange programs (see §63.4.2). Approval will not be granted for requests where the student has already received the maximum allowable transfer courses (★60). Qualified students should contact the Undergraduate Office, 2-20 Business Building, to request permission prior to enrolling in any course at another institution. There is no obligation to grant transfer credit unless prior written permission has been obtained in writing.

#### 63.4.2 Attendance at Another Institution on a Recognized Exchange

For students already admitted to a degree program in the Faculty of Business who are participating in approved international exchange programs, credit will be considered on a credit-fail (CR-F) basis only. Approved international exchanges include exchanges through the University of Alberta or the Faculty of Business. Grades achieved in such courses will not normally be included in promotion or graduation average. Credit may be granted if a passing grade is achieved. Students must contact the Undergraduate Office to have transfer credit approved. There is no obligation to grant transfer credit unless prior permission has been obtained in writing.

### 63.5 Academic Standing and Graduation

- (1) Records of academic performance for individual students are maintained in the Undergraduate Office. Students should consult their records from time to time to attest to their accuracy.
 

Academic performance is normally measured by grade point average attained during the academic year.

Determination of each student's academic performance will normally occur after the end of the regular academic year based on work during that year. However, no student will be classified as marginal or unsatisfactory on the basis of fewer than ★15 attempted since initial enrolment in the Faculty or since the last year-end evaluation of performance. A student whose academic performance evaluation is deferred under the terms of this provision may be evaluated at either or both of the following mid-year and year-end times, with appropriate classification and possible action as follows.
- (2) **Promotion** of the student from year to year depends on satisfactory academic performance.
 

**Satisfactory standing:** A grade point average of 2.0 or more.

**Marginal standing:** A grade point average of less than 2.0 but not less than 1.7. The student is on academic warning.

**Unsatisfactory standing:** A grade point average of less than 1.7. In such cases, the student must withdraw from the Faculty.

Students whose performance has once been classified as either marginal or unsatisfactory must in all subsequent years in the degree program demonstrate satisfactory performance.

- (3) **First-Class Standing** is awarded to each student who achieves a grade point average of at least 3.5 on ★27 or more of academic study during a Fall/Winter.
- (4) The notation "With Distinction" is inscribed on the permanent record and graduate parchment if the candidate has obtained a grade point average of 3.5 or higher, normally averaged over the last ★60 of the program.
- (5) The **Dean's List** commends the superior academic performance of each student who has completed ★30 during the Fall/Winter with a grade point average of 3.7 or more.
- (6) **Graduation**
  - a. In order to graduate, students are required to apply for graduation on Bear Tracks (<https://www.beartracks.ualberta.ca>) in their graduating year by the applicable deadline. See the Academic Schedule (§11) for application deadlines for Bachelor of Commerce degrees to be awarded at Spring and Fall Convocations.
  - b. To qualify for graduation, the student must satisfy all degree requirements as specified in §64.1 and demonstrate satisfactory academic performance (as defined in (2) above) during the last academic year of the program.
  - c. If such final year involved less than ★15, a sufficient number of immediately preceding full terms of study shall be added to the basis of evaluation to provide a minimum of ★15.
- (7) **Reexaminations:** Reexaminations are not normally permitted in the Faculty of Business except in circumstances that would justify the granting of a deferred examination. Students wishing to be considered for a reexamination in a course in the Faculty of Business must, in addition to meeting the requirements set out in §23.5.5, also meet the following conditions:
  - a. Students must provide evidence of a medical condition or similarly compelling circumstance existing at the time of the writing of the examination; and
  - b. provide evidence that the student's performance in the final examination was so affected by circumstances as shown in a. that there was a substantial difference between the final examination results and the term work.

Students requesting a reexamination in the final term of their graduating year may be granted such reexamination notwithstanding their inability to provide evidence of a. and/or b. above. A maximum of one such reexamination will be granted where the student would otherwise fail to graduate.

## 63.6 Transfer of Credit

BCom students without a university degree must normally (a) successfully complete at least ★60 in University of Alberta courses during the latter half of the program, and (b) be registered as a student in the Faculty of Business while taking these courses. The above minimum of ★60 could be reduced to ★45 for students who do hold a prior university degree.

## 63.7 Course Load Requirements

Each BCom student normally must, at some time during the program, be registered as a full-time student during at least two terms (not necessarily consecutive) of the regular academic year.

★30 is the normal course load for undergraduate students during the Fall/Winter. Students considering a heavier load should first consult the Undergraduate Office.

Students who plan to do a significant portion of the degree on a part-time basis should consult the Undergraduate Office concerning difficulties they may encounter. The University and the Faculty are unable to assure that courses will be available during terms and at times convenient for students with full-time employment. In particular, resource constraints prevent the University from offering large numbers of evening classes.

## 63.8 Time Limit to Complete Program

Each BCom student normally must complete all degree requirements within eight years, beginning with the year original admission to the program was granted.

## 63.9 Appeals and Grievances

There are four major areas in which appeals may be made in the Faculty of Business. Policies and procedure may vary according to the reasons for appeal. Detailed formal policies of the Faculty in these areas are available from the Undergraduate Office, 2-20 Business Building. Students are advised to consult the Undergraduate Office early with respect to deadlines for appeals. A student may submit an informal appeal/petition to the Assistant Dean, Undergraduate. Regardless of whether or not a student initiates an appeal, however, the Assistant Dean, Undergraduate, may issue any remedy that waives the Faculty's academic stand regulations as approved by GFC and published in the University Calendar. This informal process is meant to precede and to avoid formal appeal, but does not preclude formal appeal to the Faculty Academic Appeals Committee. The following are general rules to be followed for various classes of appeals.

- (1) **Academic standing appeals:** These include appeals from decision involving promotion, graduation and the requirement to withdraw. Such appeals are heard in the first instance by the Faculty of Business Academic Appeals Committee. A student may have a further right of appeal to the GFC Academic Appeals Committee. The GFC Academic Appeals Committee may only entertain and uphold an appeal if a miscarriage of justice has occurred. See §23.8.
- (2) **Grades:** Appeals concerning marks or grades must be first referred to the relevant instructor for resolution. Where the dispute cannot be resolved with the instructor, the student must discuss the matter with the relevant Department Chairman and then with the Assistant Dean (Undergraduate). Where no resolution occurs, the student may have a right to appeal to the Faculty Appeals Committee. The Faculty decision is final and may not be appealed.
- (3) **Residency:** Appeals relating to residency requirements may be permitted where these requirements differ from general University policy. The student may appeal to the Faculty Appeals Committee. The Faculty decision is final and may not be appealed.
- (4) **Cooperative Education program:** Failure in a work term or removal from the Cooperative Education program may be appealed to the Faculty Appeals Committee. Appeals concerning such decisions must first be discussed with the Director of the Cooperative Education program, and then with the Assistant Dean (Undergraduate). If the dispute cannot be resolved, and the dispute concerns the student's failure to fulfill the academic requirements of the Cooperative Education program or any part of them, an appeal may be made to the Faculty of Business Appeals Committee. The Faculty decision is final and may not be appealed. Where withdrawal or denial of a cooperative work placement by the Faculty has occurred because of concerns relating to safe, ethical and competent professional practice, a student may have a right of appeal to the GFC Practice Review Board. Students should contact University Governance ([www.ualberta.ca/governance](http://www.ualberta.ca/governance)) for information concerning such an appeal.

## 63.10 Student Advising

The administrative details associated with students' programs are handled by (a) the Undergraduate Office for undergraduates; (b) the MBA Office for masters students; and (c) the PhD Office for doctoral students. These offices maintain records of their students' course registrations, course marks, and status within the program. Students should consult the appropriate office about program regulations and administration, e.g., admissions, course enrolment, and degree requirements.

All academic members of the Faculty are available to students in all programs for consultation relating to areas of study and career planning.

## 63.11 Credit by Special Assessment

The Credit by Special Assessment procedure is normally not available for courses taught by the Faculty. In any case where the Credit by Special Assessment is granted, the assessment will be by written examination. Further details may be obtained from the Undergraduate Office. See also §14.2.5.

## 64 Programs of Study

### 64.1 BCom (General)

#### 64.1.1 General Information

The Degree of Bachelor of Commerce (General) is a three-year degree program following one year of preprofessional studies at an approved postsecondary institution.

Year Two is important for Business students. In this year, students take the six primary core courses, two electives outside the Faculty and two additional electives. The primary core courses are designed to develop a foundation in business knowledge and to develop personal abilities regarding communication, interpersonal skills and computer skills. Learning is enhanced through interaction with peers. The majority of students will take each course with a common cohort of peers. The primary core also provides a basis for selecting a major.

The Faculty allows students many free electives during the three years of the program. During Year Two, students must take two external electives. Some majors require specific external electives as part of the prescribed sequence of courses. In choosing external electives, students must consult the specific major and keep these requirements in mind. Students should also consider exploring disciplines that are of interest and are offered outside the Faculty of Business. Basic course work in Year Two may be built on in Years Three and Four to deepen understanding of chosen elective areas. Students should design informal minors in disciplines outside Business, or sample a variety of perspectives by taking courses from different disciplines.

The choice of a major area of concentration must be made by the commencement of Year Three, but in practice students may make the choice earlier. Students should carefully examine the course requirements in §64.2. Some majors require coursework outside Business that should be commenced in Year Two or as early as the preprofessional year. Several majors rely on introductory courses that are not part of the primary core. (See, for example, the majors in Management Information Systems, Business Economics and Law, or Operations Management.) Students considering one of these majors may facilitate their progress by taking the required introductory prerequisite courses during term two of Year Two. This will give the student an understanding of the proposed field and permit better sequencing of the other required courses in Years Three and Four. A major area of concentration gives a student a degree of expertise within a particular field and is, in particular, an excellent preparation for various professional designations. Students seeking broader knowledge of all basic functional areas can select a Business Studies major to obtain exposure to senior courses in all areas.

#### 64.1.2 Program Information

To obtain the Degree of Bachelor of Commerce (General), students must receive credit in ★120 including a minimum of ★24 (taken in the preprofessional year) and a maximum of ★60 in transfer credit. Students entering with less than ★30 in transfer credit must complete the missing credits in courses outside the Faculty of Business. At least ★60 in University of Alberta courses must be successfully completed while the student is registered in the Faculty of Business.

Students may not normally take coursework extra to the ★120 needed to meet the Bachelor of Commerce degree requirements.

The BCom (General) contains a second year core of requirements that are normally taken in a cohort structure. Transfer students with credit in all of the second year core may elect a major area of specialization on admission. Transfer students with credit in some but not all of the second year core should consult the Undergraduate Office for information concerning the completion of second year requirements.

The BCom (After Degree) allows students with a degree from an approved postsecondary institution to obtain a Bachelor of Commerce Degree on completion of between ★45 to ★60 depending on the number of course exemptions and the specific requirements of the chosen Major.

The BCom (Cooperative Education) follows the same course of studies as the BCom (General) with the additional requirement of three work terms of four months each which are taken at any time in Year Three or Year Four.

The BCom Language Studies Programs (East Asian Studies, European Studies, Latin-American Studies) combine the BCom (General) program with intensive training in language which is ideally begun in the Preprofessional Year. The programs also require extensive course work outside the Faculty of Business.

Students should be aware that the BCom programs requirements are designed to most easily be fulfilled by students entering Year Two with ★30 in transfer credit, and taking standard full course loads in each subsequent year. Students granted provisional admission, and part-time students should consult the Undergraduate Office to ensure that they complete required coursework in Year Two.

#### 64.1.3 Courses in the Faculty of Business

Courses in the Faculty of Business fall into six categories:

- (1) **Preprofessional Requirements:** ECON 101, ECON 102, MATH 113, STAT 151, one of ENGL 111, 112, 113, 114. Completion of these courses or their equivalents is normally a prerequisite to admission to any of the BCom programs. Where a student is deficient in any of these requirements, probationary admission may be granted if the deficient course(s) is/are made up in the first year the student is registered in the Faculty of Business.
- (2) **Primary Core:** BUS 201, ACCTG 311, SMO 201, MARK 301, FIN 301, MGTSC 312. These courses or their equivalents are required for all BCom students and are normally taken as a cohort in Year Two.
- (3) **Secondary Core:** ACCTG 322, MIS 311, B LAW 301, MGTSC 352, BUEC 311, BUEC 479, SMO 441. These courses are required by most but not all of the major areas of specialization in the BCom (General) and in the other BCom programs. Students should consult the detailed course requirements under each program and each major.
- (4) **Senior Business Electives:** All courses at the 400-level offered by the Faculty of Business, and courses at the 300-level where these are not part of the Primary core. Secondary core courses not required to fulfil major or program requirements are also acceptable as Senior Business electives. Individual departments may deem other courses acceptable as substitutes for Senior Business courses. ECON 281 is permitted as a substitute for BUEC 311 in many majors. See §64.1.4(4) below.
- (5) **Electives Outside Business:** Any course offered by the University of Alberta in any Faculty except Business.
- (6) **Free Electives:** Any course offered by the University of Alberta in any Faculty including Business.

#### 64.1.4 Policy on Elective Courses

- (1) Students may receive credit in no more than ★21 of junior-level electives whether taken at the University of Alberta or presented for transfer credit. This total does not include the preprofessional courses or junior courses taken to fulfil specific program or major requirements.
- (2) All students in the BCom programs must take ★6 in electives outside Business in Year Two. Some programs and majors have specific requirements for electives outside Business including requirements for the preprofessional year. Students should consult the detailed course requirements under each program and each major.
- (3) The Faculty of Business strongly urges students in the BCom programs to choose electives outside Business to complement their major areas of specialization. Courses in the Faculty of Arts, Science and Engineering are particularly recommended. Suggested elective courses and course sequences are available from Department Offices, the Undergraduate Office, and this Calendar.
- (4) Students in many majors are permitted a choice between BUEC 311 and ECON 281 to satisfy major requirements. Students intending to proceed to senior-level work in Economics should take ECON 281, as BUEC 311 is not accepted as a prerequisite for ECON 384, 385, 386, 399 or for any 400-level work by the Department of Economics. Students who have already received credit for ECON 281 may not take BUEC 311 for credit.

#### 64.1.5 Minors for Business Students

All students must select a major area of concentration at the beginning of Year Three. Most students are not required to but may select a minor area of concentration at any time thereafter. Minors are available for most students in most major areas. Minors will not appear on the transcript or degree parchment. Students in International Business must choose a minor. A minor area of concentration in Business is created in the following way:

- (1) Any area of Business may be chosen if it meets the conditions below.
- (2) A minimum of ★12 credits in one area is required.

- (3) Courses eligible are any in the Faculty of Business at the 300- or 400-level beyond the primary core
- (4) An area is defined as
- any group of courses with the same course prefix, i.e., ACCTG, FIN, MARK, SMO, or
  - any group of courses designated as International Business courses (eligible courses listed in §64.2.12), or
  - any group of courses approved by a Department as sufficient to constitute a minor within a major area of study. For Department approved minors under this definition, students should consult the description of the major.
- (5) Individual study courses (in the Faculty of Business) numbered 495, and special topics courses (in the Faculty of Business) numbered 488 are acceptable as coursework toward the relevant minor.
- (6) Courses required to be taken by a student to fulfill major requirements will not normally be permitted to be used to satisfy requirements of a minor. Exceptions exist where explicitly permitted in the descriptions of the major.
- (7) Minors are not available outside the Faculty of Business, with the exception of a Minor in Computing Science available to students in the Management Information Systems Major. However, students are strongly urged to consider coursework outside the Faculty of Business as complementary to their Business studies. A considerable advantage may be obtained by the disciplined study of advanced material in other Faculties. Students should study the Arts and Science Faculty sections of the Calendar for advice on constructing such programs of study.

In addition, students may construct informal minors consisting of coursework outside the Faculty of Business. Minors outside the Faculty will not appear on the transcript. Students should be aware that many majors require coursework outside the Faculty of Business and all programs strongly recommend students investigate courses available in other Faculties for complementary courses.

## 64.2 Majors in Business

### 64.2.1 Major in Accounting

#### I. Description of Field

Although there is significant overlap, accounting is generally divided into financial and managerial perspectives, with auditing and taxation as related areas of expertise. Financial accounting responds to the need for organizations to be accountable to society and to provide external parties with relevant information for making economic decisions. Financial statements are used by investors, creditors, government agencies, taxation authorities, employees, consumers, and other groups. Managerial accounting emphasizes the use of information within organizations to effectively plan and control operations, and to make a wide variety of business decisions. Auditing plays an integral role in providing accounting information. Auditors are independent accountants who assess accounting information and systems to ensure that the information produced is sufficiently objective and reliable that users can confidently use the information to make decisions and enter into contracts.

Accounting is of interest to all those who expect to be involved in managing and decision making within organizations because it provides a significant part of the information available. Conversely, accountants must extend their knowledge to include knowledge of other business disciplines, as well as knowledge about the economy and society at large, if they are to provide consistently useful information in a changing, competitive world. Accordingly, the accounting major leaves students considerable room to select electives to round out their personal program.

#### II. Career Opportunities

Graduates with an accounting major may wish to continue their studies by pursuing a professional designation in accounting. In Alberta, there are three professional accounting groups: the Chartered Accountants (CA), Certified General Accountants (CGA), and Certified Management Accountants (CMA). Courses required by these designations are listed in section IV. Graduates holding these designations work in public practice and in industry. Those in public practice engage in a wide variety of tasks including accounting and financial advisory services, auditing, taxation and business consulting. In industry, the roles of controller, chief financial officer, and other management positions are often filled by professional accountants. An accounting background is also useful to other professional designations such as Chartered Financial Analyst (CFA), Chartered Financial Planner (CFP), Chartered Business Valuator (CBV), and Certified Investment Manager (CIM). Students considering any of these designations should consult the appropriate professional publications for more information.

Accounting backgrounds are also useful for students who prefer to move directly into managerial or entrepreneurial positions because accounting information forms the basis for many business decisions.

### III. Sequence of Courses

#### Year Two—Fall

ACCTG 311  
BUS 201  
MGTC 312  
MARK 301  
★3 in electives outside Business (See Note 1)

#### Year Two—Winter

ACCTG 322  
SMO 201  
FIN 301  
MIS 311 (See Note 4)  
★3 in electives outside Business (See Note 1)

#### Year Three

ACCTG 414  
ACCTG 415  
ACCTG 424  
B LAW 301 (See Note 2)  
BUEC 311 or ECON 281 (See Note 3)  
MGTC 352 (See Note 4)  
★9 in free electives (See Note 1)  
★3 in electives outside Business (See Note 1)

#### Year Four

★3 Group A Accounting electives (See Note 5)  
★3 Group B Accounting electives (See Note 5)  
★6 either from Group A or B Accounting electives (See Note 5)  
★18 in free electives (See Note 1)

#### Notes

- See §64.1.4.
- May be taken in either of Year Three or Year Four.
- May be taken in any year except Year Two, Fall Term. Students planning to take advanced course work in Economics may wish to substitute ECON 281, which is accepted as a substitute for BUEC 311 in the Accounting major.
- May be taken either in Year Two, (Winter Term) or Year Three.
- Group A electives include ACCTG 418, 437 (or MIS 437), 456, 467, 468 and 488.
  - Group B electives include ACCTG 416, 426, 432, 433, 435, (or MIS 435), 436, 442, 462 and 489.
  - ACCTG 490, 491 and 495 may be considered Group A or B electives at the discretion of the Department of Accounting and Management Information Systems.
  - Students planning to work toward professional accounting designations should, in addition to the requirements of the major, consider taking courses for the applicable accounting organization. See §62.1.6 for contact information for the Accounting organizations.
  - While students are advised to follow the sequencing of accounting courses determined by the course prerequisites, when necessary, after-degree students or students with special scheduling problems may take an accounting course and its prerequisite concurrently with permission of the Department Chair.

### IV. Minors

- Students with a declared major in Accounting may choose to do a minor in any subject area of Business. See §64.1.5. Minors are not required.
- Students with a declared major in another area may complete a minor in Accounting by fulfilling the requirements of §64.1.5.

### V. Professional Requirements

Contact the applicable Accounting Organization for a listing of professional requirements. See §62.1.6

## 64.2.2 Major in Business Economics and Law

#### I. Description of Field

The Major in Business Economics and Law looks at the application of managerial economic and legal concepts and at the way in which they combine and interact to affect the conduct of business. It studies how business economics and law affect the firm and its operation and how both create the environment in which the firm operates. Many courses within the two areas relate predominantly to one orientation, although some courses have extensive elements of both. It is thus possible within the major to take a broad approach or to concentrate on the firm or on the environment of the firm. The major requirements ensure, however, that students are exposed to the basic managerial economic issues that affect the conduct of business and to several functional areas of business law.



## II. Career Opportunities

Employers frequently prefer students with broad based education and a good grasp of the “real world” environment. Students in this major benefit from the breadth of a more generalist degree, while also acquiring specialist knowledge. This major is suited to students interested in working in smaller companies where a broad perspective of the operations of the firm and its environment is essential. The major may also be of interest to students who intend further advanced study in the areas of economics or law.

## III. Sequence of Courses

### Year Two—Fall

ACCTG 311  
BUS 201  
MGTSC 312  
MARK 301

★3 in electives outside Business (See Note 1)

### Year Two—Winter

ACCTG 322  
SMO 201  
FIN 301

★3 in electives outside Business (See Note 1)  
★3 in free electives (See Note 1)

### Year Three

B LAW 301 (See Note 2)  
BUEC 311 (See Note 3)

★6 Business Economics and Law electives (See Note 4)

★15 in free electives (See Note 1)

★3 in electives outside Business (See Notes 1 and 5)

### Year Four

BUEC 479

B LAW 402 or 403

★6 Business Economics and Law electives (See Note 4)

★18 in free electives (See Note 1)

### Notes

(1) See §64.1.4

(2) May be taken in either of Year Three or Year Four.

(3) May be taken in any year except Year Two, Fall Term.

(4) Students must take at least ★12 in Business Economics and Law courses at the 300 or 400-level. Of these, at least ★3 must be in BUEC and ★3 must be in B LAW. Business Economics and Business Law courses may be chosen from the following depending on the stream selected:

Firm: BUEC 311 or ECON 281; B LAW 402; ECON 373, 378, 471, 472.

Environment: BUEC 342, 442, 484, 488; B LAW 428, 432, 442, 444, 488.

Firm and Environment: B LAW 403, 422; ECON 373, 471, 472. (BUEC 311, 342, ECON 281, 373 and 378 are considered 400-level courses for the purpose of satisfying this major.)

(5) ECON courses used to satisfy the requirements of this major may not also be used to satisfy the requirements for coursework outside the Faculty of Business.

## IV. Minors

(1) Students with a declared major in Business Economics and Law may choose to do a minor in any subject area of Business. See §64.1.5. Minors are not required. Business Economics and Law students are permitted to count one of the secondary core courses required in the Business Economics and Law major as one of the four courses constituting their minor.

(2) Students with a declared major in another area may complete a minor in Business Economics and Law by completing both B LAW 301 and BUEC 311 (whether or not they are required by the student’s major). An additional ★9 in Business Economics and Law courses at the 400-level is also required. Of these, at least ★3 must be in B LAW and ★3 must be in BUEC.

## 64.2.3 Major in Business Studies

### I. Description of Field

Students who wish to keep their options open and explore the many facets of a Business education should choose a major in Business Studies. This major allows students to choose coursework from all functional areas to obtain a broad, generalist degree. Students must do coursework outside the Faculty of Business that supports the major’s intent to produce well-rounded graduates with diverse talents. Courses in languages, science and technology, humanities and social sciences are particularly recommended with an ideal balance being selections from each of these major areas.

### II. Career Opportunities

Many employers prefer the generalist graduate with a versatile education background. Such a graduate has exposure to many functional areas and is thus flexible enough to move into many roles and positions in institutions, whether large or small, public or private. A graduate will be well-positioned for entrepreneurial ventures and for further educational and professional training.

## III. Sequence of Courses

### Year Two—Fall

BUS 201  
ACCTG 311  
MGTSC 312  
MARK 301

★3 in electives outside Business (See Note 1)

### Year Two—Winter

SMO 201  
FIN 301  
ACCTG 322 (See Note 3)

★3 in electives outside Business (See Note 1)

★3 in free electives (See Note 1)

### Year Three

B LAW 301 (See Note 2)

BUEC 311 (See Note 3)

MIS 311 (See Note 3)

MGTSC 352 (See Note 3)

★9 Senior Business electives (See Note 4)

★6 in electives outside Business (See Note 1)

★3 in free electives (See Note 1)

### Year Four

SMO 441

BUEC 479

★15 Senior Business electives (See Note 4)

★6 in electives outside Business (See Note 1)

★3 in free electives (See Note 1)

### Notes

(1) See §64.1.4.

(2) May be taken in either of Year Three or Year Four.

(3) May be taken in any year except Year Two, Fall Term.

(4) See §64.1.3. All Business Studies majors must take Senior Business electives from at least four of the subject areas of Business, one of which may be expanded into a minor area of specialization. Students may elect to do a minor in any subject area of Business. Areas available for minors are Accounting, Management Information Systems, Finance, Management Science, Marketing, Business Economics, Business Law, and Organizational Analysis. A minor is constituted by ★12 in any subject area at the 300- or 400-level beyond the primary core.

## IV. Minors

(1) Students with a declared major in Business Studies may choose to do a minor in any subject area of Business. See §64.1.5. Minors are not required.

(2) Students with a declared major in another area may not choose to minor in Business Studies.

## 64.2.4 Major in Decision and Information Systems

### I. Description of Field

Decision and Information Systems merges topics in operations management and management information systems. Many business operations require intensive knowledge of computing and information systems. Similarly, management of computing and information facilities often requires deep understanding of such issues as scheduling, replacement strategy, and policies on the development and adoption of new technology.

### II. Career Opportunities

This program trains students for managerial positions and entrepreneurial opportunities in an economy that is becoming more computer and information intensive. Specialists in Decision and Information Systems combine a background in Operations Management with a knowledge of current computing technologies. They design and manage computerized systems that control the production and distribution of a firm’s goods and services. Career opportunities exist in most industries and government organizations.

### III. Sequence of Courses

#### Year Two—Fall

ACCTG 311  
BUS 201  
MARK 301  
MGTSC 312

★3 in electives outside Business (See Note 1)

#### Year Two—Winter

FIN 301  
MIS 311  
MGTSC 352 (See Note 2)  
SMO 201

★3 in electives outside Business (See Note 1)

**Year Three**

ACCTG 322  
 B LAW 301 (See Note 2)  
 BUEC 311 or ECON 281 (See Notes 2 and 5)  
 CMPUT 114 or 101 and CMPUT 102 (See Note 1)  
 CMPUT 115  
 MIS 412 (See Note 3)  
 MGTSC 422 (See Note 3)  
 ★3 to ★6 in free electives (See Note 1)  
 ★3 electives outside Business (See Note 1)

**Year Four**

MIS 413 (See Note 3)  
 MIS 415 (See Note 3)  
 ★15 in Decision and Information Systems electives (See Note 4)  
 ★9 in free electives (See Note 1)

**Notes**

- (1) See §64.1.4. Some Decision and Information Systems students will find it useful to develop a strong background in computing science. Such students should consult the Computing Science section or seek Faculty advice for appropriate course offerings and sequencing. Students contemplating the pursuit of higher level computing science courses should consider taking CMPUT 114 and 115 in Year One (Preprofessional Year) or Year Two, to obtain the prerequisites for higher level computing courses. Students with weak or no background in computing are advised to take CMPUT 101 and 102 in place of CMPUT 114. These courses satisfy the requirements in Year Two for electives outside Business. Students must contact the Department of Finance and Management Science early in their program regarding appropriate and available coursework.
- (2) May be taken in any year except Year Two, Fall Term.
- (3) May be taken in either of Year Three or Four.
- (4) Decision and Information Systems electives may be chosen from any 400-level MGTSC courses, any 400-level MIS courses and from a list of additional approved courses available from the Department of Finance and Management Science office. At least two of the five courses chosen must be MGTSC courses.
- (5) Students planning to take advanced course work in Economics may wish to substitute ECON 281. See §64.1.4(4). ECON courses used to satisfy the requirements of this major may not also be used to satisfy the requirements for coursework outside the Faculty of Business.

**IV. Minors**

- (1) Students with a declared major in Decision and Information Systems may choose to do a minor in any subject area of Business. See §64.1.5. Minors are not required. Students are urged to select areas that complement the major. Students may also wish to consider the Cooperative Education program (see §64.5).
- (2) Students with a declared major in another area may not choose a minor in Decision and Information Systems. Interested students should consult the Management Information Systems major or the Operations Management major for information on minors in those areas.
- (3) Students wishing to construct informal programs of study outside the Faculty of Business should consider the following suggestions:
  - a. Economics: Any senior ECON course, with Departmental approval.
  - b. Statistics/Mathematics: Additional work is recommended for students interested in research and/or graduate work.

**64.2.5 Major in Distribution Management****I. Description of Field**

This field addresses the systems and facilities which physically deliver products to consumers. It includes such topics as optimal plant and warehouse location, management of complex inventories, and the relationship of storing and moving goods to the marketing and purchasing strategy of a business. The success of many businesses and government organizations depends on how quickly and efficiently they can bridge the gaps between location of sources of products and the location requirements of the consumers who use these products.

**II. Career Opportunities**

Opportunities for employment are found in large and small organizations with complex distribution systems. Examples include organizations with a large number of products and outlets, as well as organizations where products or services must be delivered in a timely manner. Specialists in Distribution Management design and locate production facilities, warehouses, and product networks. Employment opportunities exist in many diverse industries.

**III. Sequence of Courses****Year Two—Fall**

ACCTG 311  
 BUS 201  
 MARK 301  
 MGTSC 312  
 ★3 in electives outside Business (See Note 1)

**Year Two—Winter**

ACCTG 322 (See Note 2)  
 FIN 301  
 SMO 201  
 MGTSC 352 (See Note 2)  
 ★3 in electives outside Business (See Note 1)

**Year Three**

B LAW 301 (See Note 3)  
 BUEC 311 or ECON 281 (See Notes 2 and 5)  
 MARK 468 (See Note 3)  
 MIS 311 (See Note 3)  
 MGTSC 405 (See Note 3)  
 MGTSC 426 (See Note 3)  
 ★9 in free electives (See Note 1)  
 ★3 in electives outside Business (See Notes 1 and 5)

**Year Four**

MGTSC 461 (See Note 3)  
 ★9 in Distribution Management electives (See Note 4)  
 ★18 in free electives (See Note 1)

**Notes**

- (1) See §64.1.4
- (2) May be taken in any year except Year Two, Fall Term.
- (3) May be taken in either of Year Three or Year Four.
- (4) Distribution Management electives may be chosen from any 400-level MGTSC courses and from a list of additional approved courses available from the Department of Finance and Management Science office.
- (5) Students planning to take advanced course work in Economics may wish to substitute ECON 281. See §64.1.4(4). ECON courses used to satisfy the requirements of this major may not also be used to satisfy the requirements for coursework outside the Faculty of Business.

**IV. Minors**

- (1) Students with a declared major in Distribution Management may choose to do a minor in any subject area of Business. See §64.1.5. Minors are not required. Students are urged to select areas that complement the major. Students may also wish to consider the Cooperative Education program (see §64.5).
- (2) Students with a declared major in another area may not choose a minor in Distribution Management. Interested students should consult the Marketing major or the Operations Management major for information on minors in those areas.
- (3) Students wishing to construct informal programs of study outside the Faculty of Business should consider the following suggestions:
  - a. Economics: Any senior ECON course, with Departmental approval.
  - b. Statistics/Mathematics: Additional work is recommended for students who are interested in research and/or graduate work.

**64.2.6 Major in East Asian Studies****I. Description of Field**

The Faculty of Business, through its Centre for International Business Studies (CIBS), and in cooperation with the Faculty of Arts, Department of East Asian Studies, offers this innovative and unique program to produce business graduates with an expertise in the language, culture, history, and economics of East Asian countries with particular emphasis on China, Japan and Korea. Formal international study exchanges are available in China, Japan and Korea to enhance the experience in the program. Support has been received from the Asia Pacific Foundation and the Eldon Foote Endowment Fund.

**II. Career Opportunities**

Students acquire the functional business skills required of today's managers, and the language capability and cultural sensitivity enabling them to interact comfortably with Alberta and Canada's East Asian trading partners. A graduate would also qualify to assume an overseas posting or to pursue further studies in East Asian countries. Opportunities in all areas of business would exist both in the government and the private sector, wherever specialized expertise in the Far East is called for.

**III. Sequence of Courses****Preprofessional Year**

ECON 101  
 ECON 102  
 One of ENGL 111, 112, 113, 114  
 MATH 113  
 STAT 151  
 ★6 in language (See Note 1)  
 ★6 in electives outside Business (See Note 2)

**Year Two—Fall**

ACCTG 311  
 BUS 201  
 MARK 301  
 MGTSC 312  
 ★3 in language (See Note 1)

**Year Two—Winter**

ECON 211  
 FIN 301  
 SMO 201  
 ★3 in language (See Note 1)  
 ★3 in free electives (See Note 2)

**Year Three**

HIST 281  
 ★6 in language (See Note 1)  
 ★3 Asian electives (See Note 3)  
 ★9 Senior Business electives (See Note 4)  
 ★3 International Business Electives (See Note 5)  
 ★6 in free electives (See Note 2)

**Year Four**

★3 Asian electives (See Note 3)  
 ★9 Senior Business electives (See Note 4)  
 ★6 International Business electives (See Note 5)  
 ★12 in free electives (See Note 2)

**Notes**

- (1) See (V) for specific sequencing. Some students in the Chinese stream may not be required to take as many language courses as others. In these cases, students must take an additional number of East Asian electives equal to the number of language courses from which they are exempt.
- (2) See §64.1.4. Language studies majors should consider taking basic coursework in political science or history during their first year. They are encouraged to use their free electives in subsequent years to acquire broader skills in functional areas of Business.
- (3) Asian electives should be chosen from courses in culture, history, political science, economics and geography (Earth and Atmospheric Sciences) relating to their area of interest. As available and appropriate courses will vary from year to year, students should consult the Undergraduate Office for approval of Asian electives. Students in the Chinese stream may be required to take more Asian electives depending on their language competency. See V(1).
- (4) See §64.1.3. Language studies majors should consider taking coursework in the secondary core in Business.
- (5) International Business Electives may be chosen from the following: ACCTG 442; B LAW 442, 444; BUEC 342, 442; FIN 442; MARK 442; SMO 417, 435. BUEC 342 is recommended as a first course in an International sequence.

**IV. Minors**

- (1) Students with a declared major in East Asian Studies may choose to do a minor in any subject area of Business. See §64.1.5. Minors are recommended but are not required.
- (2) Students with a declared major in another area may not do a minor in East Asian Studies.

**V. Language Streams**

- (1) **Chinese:** Students in Chinese Studies will be divided into groups based on language competency determined by an interview with a representative of the Department of East Asian Studies.
  - Group 1: Those with no background in Mandarin or other Chinese language.
  - Group 2: Those with some prior knowledge of spoken Mandarin, but needing training in reading and writing.
  - Group 3: Those with knowledge of a dialect such as Cantonese.
  - a. Required Language Sequencing
    - i. Group 1: CHINA 101, 102, 201, 202, 301, and 302 or 318. (★6 in East Asian electives required.)
    - ii. Group 2: CHINA 201, 202, 301, and 302 or 318 (★12 in East Asian electives required.)
    - iii. Group 3: CHINA 211, 212 (★18 in East Asian electives required.)
- (2) **Japanese**
  - a. Required Language Sequencing: JAPAN 101, 102, 201, 202, 301, and 302. (★6 in East Asian Electives required.)
- (3) **Korean**
  - a. Required Language Sequencing: Please see the Undergraduate Office.

**64.2.7 Major in Entrepreneurship and Family Enterprise****I. Description of Field**

Entrepreneurial activity is vital to economic development and societal well-being. All progressive societies have economic systems that create new firms as well as encourage entrepreneurial renewal in existing firms. Family enterprises are important economic entities, representing the predominant form of business organization around the globe (between 65% and 80% of the world's businesses are controlled by families). This specialization aims to help students develop the attitudes, knowledge and skills needed to work effectively in a start-up or collaboratively with others in existing firms. Two streams are available—the general entrepreneurship stream and the family enterprise stream. Depending upon their emphasis, students will learn how to:

- (1) Identify and evaluate business opportunities, mobilize resources, and create an organization;
- (2) Manage the transition from an entrepreneurial start-up to a more complex business entity;
- (3) Interact with family enterprises more effectively, through enhanced understanding of the unique challenges facing such organizations in different regions of the world; and/or,
- (4) Integrate family members into a business venture, take over leadership of a family enterprise, pass a business onto the next generation, and manage the trans-generational transfer of wealth.

**II. Career Opportunities**

The highs, lows, and personal rewards of founding or owning a business are well-documented in the media. A number of exciting, challenging, and rewarding careers are available to students who specialize in Entrepreneurship and Family Enterprise. Three distinct career paths include:

- (1) Creating, owning and/or managing a business venture (either immediately upon graduation or after obtaining experience in other firms);
- (2) Becoming the next-generation leader of an existing family enterprise (whether that enterprise is operated by one's own family or someone else's);
- (3) Becoming a professional advisor (such as an accountant, financial services provider, management consultant, or lawyer) who specializes in entrepreneurial and/or family-controlled enterprises.

By specializing in Entrepreneurship and Family Enterprise, students will also develop more informed answers to such career-defining questions as, "Do I have what it takes to become an entrepreneur?", "Do I want to launch a business with family members or join a family enterprise?", and/or, "Do I want to market myself as an advisor to entrepreneurial and family-controlled firms?"

**III. Sequence of Courses****Both streams****Year Two—Fall**

ACCTG 311  
 BUS 201  
 MGTSC 312  
 MARK 301  
 ★3 in electives outside Business (See Note 1)

**Year Two—Winter**

ACCTG 322  
 FIN 301  
 SMO 201  
 ★3 in electives outside Business (See Note 1)  
 ★3 in free electives (See Note 1)

**Year Three—General Entrepreneurship Stream**

B LAW 301 (See Note 2)  
 MIS 311 (See Note 3)  
 SMO 430 (See Note 2)  
 SMO 431 (See Note 3)  
 MGTSC 352 (See Note 3)  
 ★6 in SMO electives (See Note 4)  
 ★3 in senior Business electives outside SMO  
 ★6 in free electives (See Note 1)

**Year Three—Family Enterprise Stream**

B LAW 301  
 MIS 311  
 SMO 428 (See Note 2)  
 SMO 442 (See Note 3)  
 ★6 in SMO electives (See Note 4)  
 ★3 in HECOL/SOC electives (See Note 5)  
 ★3 in senior Business electives outside SMO (See Note 6)  
 ★6 in free electives (See Note 1)

### Year Four—General Entrepreneurship Stream

ACCTG 412 (See Note 3)  
 B LAW 402 or 422 (See Note 3)  
 SMO 441 (See Note 2)  
 SMO 450  
 ★3 in SMO electives (See Note 4)  
 ★3 in 300- or 400-level MARK  
 ★3 in senior Business electives outside SMO  
 ★9 in free electives (See Note 1)

### Year Four—Family Enterprise Stream

B LAW 402 or 422 (See Note 3)  
 SMO 427 (See Note 2)  
 SMO 441 (See Note 2)  
 ★3 in SMO 430, 431 or 450  
 ★3 in SMO electives (See Note 4)  
 ★6 in senior Business electives outside SMO  
 ★9 in free electives (See Note 1)

#### Notes

- (1) See §64.1.4 and 64.1.3(6). Entrepreneurship and Family Enterprise students are encouraged to take SOC 100.
- (2) This course can be taken in either term.
- (3) This course can be taken in either term in either Year Three or Year Four.
- (4) Designated SMO electives: SMO 402, 404, 411, 412, 433, 434, and 435. SMO 427, 428 and 442 are recommended electives for General entrepreneurship stream students.
- (5) Designated HECOL/SOC electives: SOC 271; HECOL 200, 210, 310, 313 and 321.
- (6) Students are encouraged to take ACCTG 412, MGTSC 352 or 300- or 400-level MARK

### IV. Minors

- (1) Students with a declared major in Entrepreneurship and Family Enterprise may choose to do a minor in any subject area of Business. See §64.1.5. Minors are not required.
- (2) Students with a declared major in another area may complete a minor in Entrepreneurship and Family Enterprise by completing either Option A or Option B, below:
  - a. Option A General Entrepreneurship Minor SMO 430, 431 and ★6 of SMO 427, 428, 441, 442 or 450.
  - b. Option B Family Enterprise Minor SMO 428; ★3 of SMO 427 or 442; and ★6 of SMO 430, 431, 441 or 450

### V. Recommended Courses for Specific Career Paths

Students who are considering the following career paths are encouraged to include the following courses when designing their program of studies:

- (1) Students who are interested in starting their own business: SMO 430, 431, and 441; HECOL 321. If they will be starting a business with a (current or potential) family member: Add HECOL 210 or 310.
- (2) Students who are interested in joining a family business (their own or someone else's): SMO 427 and 428; HECOL 310 or 313. If they will be working in or with an international family business: Add SMO 442 and 435.
- (3) Students who are interested in becoming a professional advisor to family enterprises: SMO 427, 428, and 434; and HECOL 313. If they will be advising family enterprises internationally: Add SMO 442 and 435.

## 64.2.8 Reserved

## 64.2.9 Major in European Studies

### I. Description of Field

The Faculty of Business, through its Centre for International Business Studies (CIBS), and in cooperation with the Faculty of Arts, Department of Modern Languages, has developed this innovative and unique program. It is designed to produce Business graduates with all the functional skills required by the modern business world and couple that with language expertise in one or more of the languages of Europe and knowledge of the politics, history, economics and culture of Europe. The importance of the European Union to Canada for both international trade and investment opportunities is well known. Emerging opportunities in Eastern Europe combine with established patterns in Western Europe to provide a new and fertile area of study for the business student.

### II. Career Opportunities

International firms are always seeking students with a functional fluency in a European language, combined with familiarity with the social, economic and political structures of Europe. Canadian firms with trading ties to Europe or with European operations frequently prefer the graduate who can be quickly comfortable dealing with European partners or environments.

### III. Sequence of Courses

#### Preprofessional Year

ECON 101  
 ECON 102  
 One of ENGL 111, 112, 113, 114  
 MATH 113  
 STAT 151  
 ★6 in language (See Note 1)  
 ★6 in electives outside Business (See Note 2)

#### Year Two—Fall

ACCTG 311  
 BUS 201  
 MARK 301  
 MGTSC 312  
 ★3 in language (See Note 1)

#### Year Two—Winter

FIN 301  
 SMO 201  
 ★3 in language (See Note 1)  
 ★6 in free electives (See Note 3)

#### Year Three

★6 European required Arts courses (See Note 5)  
 ★3 International Business electives (See Note 4)  
 ★6 in language (See Note 1)  
 ★9 Senior Business electives  
 ★6 in free electives (See Note 2)

#### Year Four

★6 European electives (See Note 6)  
 ★6 International Business electives (See Note 4)  
 ★9 Senior Business electives  
 ★9 in free electives (See Note 3)

#### Notes

- (1) Students majoring in European Studies have the choice of several different language streams. Students must complete a minimum of ★18 in the same language. See (V) for language sequencing and supporting elective coursework in Arts.
- (2) See §64.1.4. Language Studies majors should consider taking basic coursework in European politics or history.
- (3) Language Studies majors are encouraged to use their free electives, particularly in Year Three, to acquire broader skills in functional areas of Business. See section on Minors. Alternatively, they should choose from approved electives in (V).
- (4) International Business Electives may be chosen from the following: ACCTG 442; B LAW 442, 444; BUEC 342, 442; FIN 442; MARK 442; SMO 417, 435. BUEC 342 is recommended as a first course in an International sequence.
- (5) ECON 323, HIST 210, MLCS 201, or POL S 260.
- (6) European electives should be chosen from courses in culture, history, political science, economics and geography (Earth and Atmospheric Sciences) relating to their area of interest. As available and appropriate courses will vary from year to year, students should consult the Undergraduate Office for approval of European electives.

### IV. Minors

- (1) Students with a declared major in European Studies may choose to do a minor in any subject area of Business. See §64.1.5. Minors are recommended but are not required.
- (2) Students with a declared major in another area may not do a minor in European Studies.

### V. Language Streams

The major in European Studies permits a student to construct a major in any European language providing they are able to fulfill the requirement of ★18 course weight in the same language. Students proposing a major not listed should consult the Undergraduate Office in Business before planning their coursework. Language streams already approved with suggested supporting coursework are as follows:

- (1) **French:** Students interested in French language study should also consider the Bilingual Bachelor of Commerce program. See §62.1.3 and 64.3.
  - a. Required Language Sequencing: FREN 111, 112, 211, 212; 297 and 298.
  - b. FRANC courses may be substituted for FREN courses where they are equivalents.
- (2) **German**
  - a. Required Language Sequencing: GERM 111, 112, 211, 212, 303, 304.
- (3) **Italian**
  - a. Required Language Sequencing: ITAL 111, 112, 211, 212, 393, ★3 from 300- or 400-level ITAL courses.

- b. Students in the Italian stream should consider the Cortona program offered by the Faculty of Arts. For more information, please contact the Faculty of Arts.
- (4) **Polish**
- a. Required Language Sequencing: POLSH 111, 112, 211, 212, 303, and 304.
- (5) **Russian**
- a. Required Language Sequencing: RUSS 111, 112, 211, 212, 303, and 304.
- (6) **Scandinavian (Danish/Norwegian/Swedish)**
- a. Required Language Sequencing: SWED 111, 112, 211, and 212; or NORW 111, 112, 211 and 212; or DANSK 111, 112, 211, and 212; SCAND 410; and ★3 from 300- or 400-level SCAND courses.
- (7) **Spanish:** Students interested in Spanish language study should also consider the Latin American Studies major which concentrates on the language and culture of Latin America. See §64.2.13.
- a. Required Language Sequencing: SPAN 111, 112, 211, 212, 300 and ★3 from 300- or 400- level SPAN courses.
- b. Required Language Sequencing for Heritage speakers: SPAN 306 and ★15 from 300- or 400- level SPAN courses.
- (8) **Ukrainian**
- a. Required Language Sequencing: UKR 111, 112, 211, 212, 303, and 304.

## 64.2.10 Major in Finance

### I. Description of Field

Finance is valuable for students interested in general management in large or small businesses. It also opens opportunities which require specialized knowledge.

The Finance program includes study of a number of topics:

- (1) Investors' choices among financial investments (securities), such as stocks and bonds, and the management of investment portfolios;
- (2) Business asset management, including selections of such items as equipment, cash and inventory, and related financial planning;
- (3) Businesses; choices among methods of financing assets through borrowing, retaining earnings and issuing securities, including cost and governance aspects;
- (4) The operation and regulation of security markets and financial institutions;
- (5) Risk management, the transfer and reduction of risk through financial market operations;
- (6) International finance.

### II. Career Opportunities

Corporations and government enterprises employ many finance specialists in finance, controllership, investment analysis, and general management positions. Banks, insurance companies, government financial regulatory agencies, and other organizations specializing in financial affairs hire finance specialists in specialized staff positions and as part of their regular management. Instruction in finance provides valuable insights and information for students who plan to enter business for themselves. The problems of obtaining financing and evaluating investment opportunities are frequently critical to the survival and success of the entrepreneurial venture. This major provides a basis for a number of professional designations (listed in section VI).

### III. Sequence of Courses

#### Year Two—Fall

ACCTG 311  
 BUS 201  
 MARK 301  
 MGTSC 312  
 ★3 in electives outside Business (See Note 1)

#### Year Two—Winter

ACCTG 322 (See Note 2)  
 FIN 301  
 MGTSC 352 (See Note 2)  
 SMO 201  
 ★3 in electives outside Business (See Note 1)

#### Year Three

B LAW 422 or 301  
 BUEC 311 or ECON 281 (See Note 5)  
 MIS 311

- ★12 chosen from Finance Major designated electives, which are all 400-level FIN classes (see Notes 5 and 6)  
 ★6 in free electives (See Note 1)  
 ★3 in electives outside Business (See Notes 1 and 5)

#### Year Four

- ★9 chosen from Finance Major designated electives, which are all 400-level FIN classes (See Notes 5 and 6)  
 ★21 in free electives

#### Notes

- (1) See §64.1.4
- (2) May be taken in either of Year Two (Winter Term) or Year Three.
- (3) May be taken in any year except Year Two, Fall Term.
- (4) May be taken in either of Year Three or Year Four.
- (5) Students planning to take advanced course work in Economics may wish to substitute ECON 281. See §64.1.4(4). ECON courses used to satisfy the requirements of this major may not also be used to satisfy the requirements for coursework outside the Faculty of Business.
- (6) Students may, with Departmental consent, substitute a maximum of ★6 in coursework in ACCTG, BUEC, ECON or MGTSC for FIN electives. Contact the Department of Finance and Management Science for suggested courses.

### IV. Minors

- (1) Students with a declared major in Finance may choose to do a minor in any subject area of Business. See §64.1.5. Minors are not required. Students are urged to select areas complementary to the Finance major. Some suggestions and details are listed next. Students may also wish to consider the Cooperative Education program (see §64.5).
  - a. Accounting: A recommended minor area particularly for students who wish to acquire a professional designation in accounting and/or finance. See §64.2.1 and below.
  - b. Management Science: Recommended for students interested in modelling. See §64.2.4.
  - c. Marketing: Recommended for students interested in marketing financial products. (See §§64.2.16 and 64.2.18.)
  - d. MIS/Computing: See the MIS major in §64.2.14.
  - e. International Business: Recommended for students emphasizing international finance. See §64.2.12.
- (2) Students with a declared major in another area may complete a minor in Finance by fulfilling the requirements of §64.1.5.
- (3) Students wishing to construct informal programs of study outside the Faculty of Business should consider the following suggestions:
  - a. Economics: Selections from ECON 281, 282, 323, 341, 373, 384, 385, 421, 422, 441, 442, 453.
  - b. Statistics/Mathematics: Recommended for students who are interested in research and/or graduate study in finance. Interested students should consult with the Chair of the Department of Finance and Management Science.

### V. Finance Concentrations

There is sufficient flexibility within the Finance major to emphasize specific streams within finance, if desired. These streams are listed together with some recommended electives. It is recommended that students take FIN 412 before FIN 416 or 442. Each of these streams may be combined with minor areas (listed in section IV).

- (1) Corporate Finance/Financial Management: FIN 412, 422, 434, 442; ECON 353; courses in accounting and economics.
- (2) Derivatives/Risk Management: FIN 412, 413, 416; ACCTG 414, 415; ECON 353; other courses in accounting, economics, mathematics and statistics.
- (3) International Finance: BUEC 342, 442; FIN 412, 414, 442; and courses in international economics and trade, history and political science. BUEC 342 is recommended as a first course in an International sequence.
- (4) Investments/Portfolio Management: FIN 412, 413, 414, 416, 442; ACCTG, 414, 432; ECON 353; other courses in accounting, economics, mathematics and statistics.

### VI. Professional Designations

Many finance positions require a professional designation. Part of the requirement for a professional designation may be satisfied by elective courses. Please consult the appropriate governing body.

- (1) **CA** (Chartered Accountant), **CGA** (Certified General Accountant), **CMA** (Certified Management Accountant): See §64.2.1(V)
- (2) **CFA** (Chartered Financial Analyst): Offered by the Institute of Chartered Financial Analysts.

- (3) **CFP** (Chartered Financial Planner): Offered by the Canadian Institute of Financial Planning. Partial credit may be possible for taxation, law and economics courses.
- (4) **CBV** (Chartered Business Valuator): Offered by the Canadian Institute of Chartered Business Valuators.
- (5) **Canadian Securities Course**: Offered by the Canadian Securities Institute and required to sell securities in Canada.
- (6) **CIM** (Certified Investment Manager): Offered by the Canadian Securities Institute following the Canadian Securities Course.

## 64.2.11 Major in Human Resource Management

### I. Description of Field

The effective management of an organization's human resources is important for success in today's competitive climate. Many managers looking for new sources of competitive advantage are discovering the importance of the quality of their human resources and how they are managed. The HRM major gives students an insight into what is involved in "competing through people." This program is designed to produce graduates who are knowledgeable about a range of strategic issues which reflect the complex, changing environment in which the management of human resources operates.

### II. Career Opportunities

Employment opportunities in the human resources management field exist in private business enterprises, public institutions, labor unions, and not-for-profit organizations. Graduates may start in a number of areas such as staffing, compensation, training, or labor relations. The HRM major has been designed so that it is applicable to either a generalist or a specialist position.

### III. Sequence of Courses

#### Year Two—Fall

ACCTG 311  
BUS 201  
MARK 301  
MGTS 312  
★3 in electives outside Business (See Note 1)

#### Year Two—Winter

ACCTG 322 (See Note 3)  
FIN 301  
SMO 201  
★3 in electives outside Business (See Note 1)  
★3 in free electives (See Note 1)

#### Year Three

B LAW 301 (See Note 2)  
SMO 311 (See Note 5)  
★6 SMO Human Resource Management electives (See Note 4)  
★9 Senior Business electives (See Note 6)  
★3 in electives outside Business (See Note 1)  
★6 in free electives (See Notes 1 and 6)

#### Year Four

SMO 441  
★9 SMO Human Resource Management electives (See Note 4)  
★3 SMO electives (unrestricted)  
★6 Senior Business electives (See Note 6)  
★3 in electives outside Business (See Note 1)  
★6 in free electives (See Notes 1 and 6)

#### Notes

- See §64.1.4 and 64.1.3(6).
- May be taken in either of Year Three or Year Four.
- May be taken in any year except Year Two, Fall Term.
- a. SMO Human Resource Management electives may be chosen from the following: SMO 411, 412, 413, 414, 415, 416, 417, 418, 420, 432, 495.  
b. One of the following may be substituted for the above SMO courses: SOC 363; ECON 331; ENGG 404, 406.
- SMO 311 should be taken as soon as possible in Year Three.
- See §64.1.4. Human Resource Management students are encouraged to take MGTS 352.

### IV. Minors

- Students with a declared major in Human Resource Management may choose to do a minor in any subject area of Business. See §64.1.5. Minors are not required.
- Students with a declared major in another area may complete a minor in Human Resource Management by completing ★12 in the following SMO courses: 311, 411, 412, 413, 414, 415, 416, 417, 418, 432. In addition to the ★12 required for a minor, it is strongly recommended that students take SMO 441.

## 64.2.12 Major in International Business

### I. Description of Field

The Faculty of Business recognizes the importance of providing an international perspective to the BCom program and is therefore committed to designing courses, programs, seminars and conferences through our Centre of International Business Studies. This major allows students to customize their program by choosing a particular country and language and then adding International Business courses, as well as courses in culture, history, economics, and other areas.

### II. Career Opportunities

Graduates of this program will present a unique degree that enables career development in all areas of international business in Canada and abroad. The combination of business, language and cultural courses creates graduates with a flexible and broad view of the international trading community. Students in this major should consider a student exchange as part of their experience.

### III. Sequence of Courses

#### Year Two—Fall

ACCTG 311  
BUS 201  
MARK 301  
MGTS 312  
★3 in electives outside Business (See Note 1)

#### Year Two—Winter

ACCTG 322 (See Note 3)  
FIN 301  
SMO 201  
★3 in electives outside Business (See Note 1)  
★3 in free electives (See Note 1)

#### Year Three

B LAW 301 (See Note 2)  
BUEC 311 or ECON 281 (See Notes 3 and 6)  
BUEC 342  
MGTS 352 (See Note 3)  
MIS 311 (See Note 3)  
★6 International Business electives (See Note 4)  
★6 in free electives (See Note 1)  
★3 in electives outside Business (See Note 1)

#### Year Four

BUEC 442  
BUEC 479  
★6 International Business electives (See Note 4)  
★12 Senior Business electives (See Note 5)  
★6 in free electives (See Note 1)

#### Notes

- See §64.1.4. Students majoring in International Business must have a minimum of ★12 in a second language, and it is recommended this be commenced by Year Two. Students should take their optional courses in culture, history, political science, economics and geography (Earth and Atmospheric Sciences) in their area of interest.
- May be taken in either of Year Three or Year Four.
- May be taken in any year except Year Two, fall term.
- International Business electives may be taken in either of Year Three or Year Four and must include a minimum of ★12 chosen from the following: ACCTG 442; B LAW 442, 444; BUEC 448, 470; FIN 442; MARK 442; SMO 417, 435.
- See following section on Minors.
- Students planning to take advanced course work in Economics may wish to substitute ECON 281. See §64.1.4(4). ECON courses used to satisfy the requirements of this major may not also be used to satisfy the requirements for coursework outside the Faculty of Business.

### IV. Minors

- Students with a declared major in International Business are required to do a minor in another area of Business. See §64.1.5. International Business students are permitted to count one of the secondary core courses required in the International Business major as one of the four courses constituting their minor.
- Students with a declared major in another area may complete a minor in International Business by fulfilling the requirements of §64.1.5.

## 64.2.13 Major in Latin American Studies

### I. Description of Field

The Faculty of Business, through its Centre for International Business Studies (CIBS), and in cooperation with the Faculty of Arts, Department of Modern Languages, has developed this innovative and unique program. It has

been designed to produce business graduates with an expertise in the language, culture, history, and economics of the Spanish-speaking nations of North, Central, and South America. Formal international study exchanges in Mexico, Chile and elsewhere are available and would enhance the experience in the program.

## II. Career Opportunities

On graduation, students would have the functional business skills required of today's managers as well as the language capability and cultural sensitivity that would enable them to interact comfortably with Alberta's and Canada's trading partners. A graduate would also qualify to assume an overseas posting or to pursue further studies in Mexico or Central and South American countries. Opportunities in all areas of business would exist in the government and the private sector, particularly in connection with the North American Free Trade Agreement.

## III. Sequence of Courses

### Preprofessional Year

ECON 101  
ECON 102  
One of ENGL 111, 112, 113, 114  
MATH 113  
SPAN 111 and 112 (see Note 1)  
STAT 151  
★6 in electives outside Business (See Note 2)

### Year Two—Fall

ACCTG 311  
BUS 201  
MGTSC 312  
MARK 301  
SPAN 211

### Year Two—Winter

FIN 301  
SMO 201  
SPAN 212  
★6 in free electives (See Notes 2 and 4)

### Year Three

HIST 241 or 242  
SPAN 300  
★3 in 300- or 400- level SPAN  
★12 Senior Business electives  
★9 in free electives (See Notes 2 and 4)

### Year Four

★9 Latin-American electives (See Note 3)  
★9 International Business electives (See Note 3)  
★6 Senior Business electives  
★6 in free electives (See Notes 2 and 4)

### Notes

- (1) Language Sequencing is shown for non-Heritage Speakers. Heritage speakers are required to begin with SPAN 306. Such students should consult with the Department of Modern Languages on appropriate sequencing of courses.
- (2) See §64.1.4
- (3) Latin American electives should be chosen from courses in culture, history, political science, economics and geography (Earth and Atmospheric Sciences) relating to their area of interest. As available and appropriate courses will vary from year to year, students should consult the Undergraduate Office for approval of Latin American electives.
- (4) Language Studies majors are encouraged to use their free electives, particularly in Year Three, to acquire broader skills in functional areas of Business. Students are advised to see §64.1.5 and the following section of Minors.
- (5) International Business electives may be chosen from the following: ACCTG 442; B LAW 442, 444; BUEC 342, 442; FIN 442; MARK 442; SMO 417, 435. BUEC 342 is recommended as a first course in an International sequence.

## IV. Minors

- (1) Students with a declared major in Latin American Studies may choose to do a minor in any subject area of Business. See §64.1.5. Minors are recommended but not required.
- (2) Students with a declared major in another area may not complete a minor in Latin American Studies.

## 64.2.14 Major in Management Information Systems

### I. Description of Field

This program combines technical and business perspectives to create indepth education in the efficient and effective use of information technology in business. Most organizations today are being transformed by the Internet, electronic commerce and computerized information systems: this transformation

is at the heart of management information systems. Knowledge of information technology has become essential to modern management, and the management information systems major, minor and concentrations provide the managerial capability to manage information systems or to assist senior management in its information technology strategy.

## II. Career Opportunities

Computerized information systems are being used increasingly to carry out all types of business transactions and organizational information processing. This suggests that future managers in industrial and commercial enterprises, financial and auditing institutions, and government will require significant technology management skills to do their jobs. An MIS concentration is recommended for those who aspire to become information systems professionals [for example, the Information Systems Professional designation offered by the Canadian Information Processing Society (CIPS)]. Careers include business analysts, strategic technology planners, database administrators, systems engineers, and others, that generally lead to the position of the Chief Information Officer (CIO). Careers in other fields such as accounting are also enhanced by a strong grounding in information systems.

## III. Sequence of Courses

### Preprofessional Year (recommended electives)

CMPUT 114 and 115 (See Note 1)

### Year Two—Fall

ACCTG 311  
BUS 201  
CMPUT 114 (See Note 2)  
MARK 301  
MGTSC 312

### Year Two—Winter

ACCTG 322 or MGTSC 352 (See Note 5)  
CMPUT 115 (See Note 2)  
FIN 301  
MIS 311  
SMO 201

### Year Three

BUEC 311 (See Note 6)  
MGTSC 352 or ACCTG 322 (See Note 5)  
MIS 413  
MIS 415  
MIS 417  
★15 in free electives (See Notes 3 and 4)

### Year Four

MIS 419 or CMPUT 201 (See Note 3)  
MIS 441  
★6 Management Information Systems electives (See Note 7)  
★9 Senior Business electives  
★9 in free electives (See Notes 3 and 4)

### Notes

- (1) Students are strongly advised to consider taking CMPUT 114 and 115 in their Preprofessional year, and in any event, must take them no later than Year Three. Students with weak or no background in computing are advised to take CMPUT 101 prior to taking CMPUT 114. All of these courses satisfy the requirements for electives outside Business in Year Two.
- (2) If not already taken in the Preprofessional year.
- (3) MIS majors must take either MIS 419 or CMPUT 201. (The other may be taken as an elective.) While MIS 419 is a fourth year course, CMPUT 201 may be taken earlier, and should be taken as soon as practicable, especially by students interested in the Computing Science minor. Some MIS students prefer a business-oriented background. Others may find it useful to develop a stronger background in computing science. The latter students should consult the Computing Science section or seek Faculty advice for appropriate additional course offerings and sequencing. Students must contact the Department of Accounting and Management Information Systems early in their program for guidance as to appropriate and available coursework.
- (4) See §64.1.4.
- (5) Either ACCTG 322 or MGTSC 352 may be taken in Year Two with the other taken in Year Three.
- (6) May be taken in any year except Year Two, Fall Term.
- (7) Management Information Systems electives may be chosen from the following: any 400-level MIS course; CMPUT 201; CIV E 303; ACCTG 435; ACCTG 437; any 400-level MGTSC course.

## IV. Minors

- (1) Students with a declared major in Management Information Systems are encouraged to consider choosing a minor in another subject area of Business, or in Computing Science [see Note (3) below]. See §64.1.5. See also Section V, MIS Concentrations.

- (2) Students with a declared major in another area may complete a minor in Management Information Systems by fulfilling the requirements of §64.1.5
- (3) Students with a declared major in Management Information Systems may complete a minor in Computing Science by completion of the following four courses: CMPUT 204, 229, 272 and 379. Students wishing to take this route should consider very early on how to structure their program so as to allow for the proper sequencing of courses and the obtaining of all necessary prerequisites, for example, CMPUT 201 is necessary for the above course sequence.

#### V. MIS Concentrations

MIS major or other students who wish to deepen their competence should consider focusing on areas of concentration. For MIS majors, these areas build on the required courses; for other students, they may form a useful related set. Suggested concentrations will be set out by the AMIS Department from time to time and students are encouraged to contact the Department for more information. Five example concentrations, which include some or all of the indicated courses, are:

- (1) Programming/technical: (See Computing Science minor).
- (2) Managerial/business: MIS 412, MIS 426, SMO 441, MGTSC 431, MIS 435 or ACCTG 435.
- (3) E-commerce: MIS 418, MARK 450, SMO 450, SMO 433, ACCTG 436, MIS 435 or ACCTG 435.
- (4) Business systems analysis: SMO 432, SMO 433, MGTSC 426, MIS 435 or ACCTG 435.
- (5) Accounting information systems: MIS 437 or ACCTG 437, ACCTG 424, ACCTG 426, MGTSC 431, ACCTG 436, MIS 435 or ACCTG 435.

### 64.2.15 Major in Management and Organization

#### I. Description of Field

In today's business environment it is crucially important that those in management positions develop the analytical and interpersonal skills necessary to meet the increasing challenge of globalization and rapid change. The major is designed for students interested in learning how effective managers think and act in a range of enterprises: public, not-for-profit, and voluntary as well as for profit, business enterprises. It offers students the diagnostic skills that enable them to understand, analyze and solve problems in organizations, as well as the opportunity to develop leadership, social and interpersonal skills. Areas covered include strategically managing the team environment; the development of a quality committed workforce; and the management of workplace and cultural diversity. The major is designed to provide a broad critical reflection on the complexity of issues facing those managing organizations, not simple "fix-it" solutions.

A minor in management and organization is a useful complement to other specialist areas such as accountancy, finance or marketing. A successful manager will need to be aware of how their decisions impact on organizations and people working with them. A minor will give students the necessary organizational background to avoid taking decisions in isolation that could lead to operational and implementation problems that thwart important innovation initiatives.

#### II. Career Opportunities

Employers are increasingly seeking students with a broad understanding of organizations that will prepare them for an eventual position of significant leadership in an organization. The major in management and organization is a good career choice for any student who sees their future in a general management/leadership position or in the growing field of management consultancy specializing in, for example, change management consulting, business planning consultant or management training. As management is essential to the effective functioning of any organization, career opportunities are available for managers in all sectors of the economy. The flexibility of the major allows students to tailor courses to meet their personal design.

#### III. Sequence of Courses

##### Year Two—Fall

ACCTG 311  
 BUS 201  
 MARK 301  
 MGTSC 312  
 ★3 in electives outside Business (See Note 1)

##### Year Two—Winter

ACCT 322 (See Note 2)  
 FIN 301  
 SMO 201  
 ★3 in electives outside Business (See Note 1)  
 ★3 in free electives (See Note 1)

##### Year Three

SMO 322 (See Note 5)  
 ★9 Senior Business electives (See Note 3)  
 ★9 SMO electives (See Note 4)  
 ★3 in electives outside Business (See Note 1)  
 ★6 in free electives (See Note 1)

##### Year Four

SMO 441  
 ★9 SMO electives (unrestricted)  
 ★6 Senior Business electives (See Note 3)  
 ★9 in free electives (See Note 1)  
 ★3 in electives outside Business (See Note 1)

#### Notes

- (1) See §64.1.4
- (2) May be taken in either Year Three or Four.
- (3) See §64.1.3. Management and Organization students are encouraged to take MGTSC 352.
- (4) Any SMO course excluding SMO 488 and 495.
- (5) May be taken in any term.

#### IV. Minors

- (1) Students with a declared major in Management and Organization may choose to do a minor in any subject area of Business. See §64.1.5. Minors are not required.
- (2) Students with a declared major in another area may complete a minor in Management and Organization by fulfilling the requirements of §64.1.5. SMO 322 and 441 are strongly recommended.

### 64.2.16 Major in Marketing

#### I. Description of Field

Fundamental to success in Marketing is (a) a sound understanding of consumer behavior and customer decision making; (b) an understanding of how to collect and use information about the marketplace; and (c) an ability to integrate the components of a marketing mix to solve marketing problems.

These are provided through required courses for the major. Optional courses enable students to obtain greater depth in functional areas of marketing such as promotion, selling, and channel management, or exposure to such exchange environments as retailing, services, and international.

#### II. Career Opportunities

Former monopoly, public sector, and professional organizations, which once spurned marketing, now find it is critical to their business success. Marketing also provides an opportunity to apply creative flair in advertising and promotions; interpersonal and communications skills in sales, public and customer relations; and analytical skills in marketing research and database marketing.

Marketing majors are well trained for careers in all sectors of the economy. Entry level positions for majors occur in Sales, Customer Service, Public Relations, Promotions, Distribution, Direct Marketing, Advertising, and Marketing Research. Majors are also well placed to identify opportunities and develop marketing plans for their own entrepreneurial manufacturing, service or retailing ventures.

#### III. Sequence of Courses

##### Year Two—Fall

ACCTG 311  
 BUS 201  
 MARK 301  
 MGTSC 312  
 ★3 in electives outside Business (See Note 1)

##### Year Two—Winter

ACCTG 322 (See Note 3)  
 FIN 301  
 SMO 201  
 ★3 in electives outside Business (See Note 1)  
 ★3 in free electives (See Note 1)

##### Year Three

B LAW 301 (See Note 2)  
 BUEC 311 (See Note 3)  
 MARK 312  
 MARK 320  
 MGTSC 352 (See Note 3)  
 MIS 311 (See Note 3)  
 ★3 Marketing electives (See Note 4)  
 ★6 in free electives (See Note 1)  
 ★3 in electives outside Business (See Note 1)



**Year Four**

MARK 432  
MARK 468  
MARK 472

- ★9 Senior Business electives (See Note 5)  
★12 in free electives (See Note 1)

**Notes**

- (1) See §64.1.4
- (2) May be taken in either of Year Three or Year Four.
- (3) May be taken in any year except Year Two, Fall Term.
- (4) Marketing electives may be chosen from any 400-level MARK course.
- (5) See §64.1.3

**IV. Minors**

- (1) Students with a declared major in Marketing may choose to do a minor in any subject area of Business. See §64.1.5. Minors are not required. Marketing students are permitted to count one of the secondary core courses required in the Marketing major as one of the four courses constituting their minor.
- (2) Students with a declared major in another area may complete a minor in Marketing by fulfilling the requirements of §64.1.5.

**64.2.17 Major in Operations Management****I. Description of Field**

Operations Management is concerned with management of the production and distribution of the goods and services of a firm or government organization. Issues in the management of operations include (i) forecasting the demand for the organization's products and/or services; (ii) developing efficient manufacturing processes; (iii) inventory planning and control; (iv) workforce scheduling; and (v) designing and managing distribution and transportation networks. The study of Operations Management embraces the disciplines of Operations Research, Statistics, and Computing and Information Systems. The program is a blend of field studies and the use of computerized models to analyze and simulate real systems. Operations Management is valuable for students interested in general management in large or small businesses. It also opens opportunities which require specialized knowledge.

**II. Career Opportunities**

Operations are at the heart of most organizations. Opportunities are found in the areas of forecasting, inventory management, production design facilities, workforce scheduling, and the location and layout of distribution networks. Specialization in Operations Management is particularly useful when combined with the study of another functional area of business such as marketing, finance, or management information systems.

**III. Sequence of Courses****Year Two—Fall**

ACCTG 311  
BUS 201  
MARK 301  
MGTSC 312

- ★3 in electives outside Business (See Note 1)

**Year Two—Winter**

ACCTG 322 or MIS 311 (See Note 2)  
FIN 301  
MGTSC 352  
SMO 201

- ★3 in electives outside Business (See Note 1)

**Year Three**

B LAW 301 (See Note 3)  
BUEC 311 or ECON 281 (See Notes 4 and 6)  
MGTSC 405 (See Note 4)  
MGTSC 422 (See Note 4)  
MGTSC 426 (See Note 4)

MIS 311 or ACCTG 322 (See Note 2)

- ★9 in free electives (See Note 1)

- ★3 in electives outside Business (See Note 1)

**Year Four**

MGTSC 461 (See Note 4)

- ★15 in Operations Management electives (See Note 5)

- ★12 in free electives (See Note 1)

**Notes**

- (1) See §64.1.4
- (2) Either ACCTG 322 or MIS 311 may be taken in Year Two with the other taken in Year Three.
- (3) May be taken in any year except Year Two, Fall Term.
- (4) May be taken in either of Year Three or Year Four.

(5) Operations Management electives may be chosen from any 400-level MGTSC courses and from a list of additional approved courses available from the Department of Finance and Management Science office.

(6) Students planning to take advanced course work in Economics may wish to substitute ECON 281. See §64.1.4(4). ECON courses used to satisfy the requirements of this major may not also be used to satisfy the requirements for coursework outside the Faculty of Business.

**IV. Minors**

- (1) Students with a declared major in Operations Management may choose to do a minor in any subject area of Business. See §64.1.5. Minors are not required. Students are urged to select areas that complement the major. Students may also wish to consider the Cooperative Education program (see §64.5).
- (2) Students with a declared major in another area may complete a minor in Operations Management by fulfilling the requirements of §64.1.5. ★3 must be in MGTSC 352.
- (3) Students wishing to construct informal programs of study outside the Faculty of Business should consider the following suggestions:
  - a. Economics: Any senior ECON course, with Departmental approval.
  - b. Statistics/Mathematics: Additional work is recommended for students who are interested in research and/or graduate work.

**64.2.18 Major in Retailing and Services****I. Description of Field**

The following are fundamental to the successful operation and management of retailing and consumer services organizations:

- (1) A sound understanding of consumer behavior and decision making
- (2) A knowledge of the institutional characteristics and merchandising processes that differentiate managing retailing and consumer service organizations from managing other organizations
- (3) Management of the front-line selling process
- (4) An understanding of the process of delivering service quality

Students must complete the common core for the BCom program. Optional courses include a summer internship, a placement in a sponsoring organization providing work experience, while also conducting a project under academic supervision.

**II. Career Opportunities**

Over 70% of all employment in modern western economies is now in the broadly defined service sector. As a result, retailing and consumer services provide some of the best opportunities to apply business concepts and skills to a variety of merchandising and managerial problems in large and small entrepreneurial organizations. Graduates are well positioned for successful careers in retail sales and service positions. Entry-level managerial positions for graduates of the program are expected to include assistant buyers and store managers for larger store operations, and in the operations, public relations, and promotions areas. Graduates are also well placed to initiate franchise or entrepreneurial ventures in the retailing and services sector.

**III. Sequence of Courses****Year Two—Fall**

ACCTG 311  
BUS 201  
MARK 301  
MGTSC 312

- ★3 in electives outside Business (See Note 1)

**Year Two—Winter**

ACCTG 322 (See Note 3)  
FIN 301  
SMO 201

- ★3 in electives outside Business (See Note 1)

- ★3 in free electives (See Note 1)

**Year Three**

B LAW 301 (See Note 2)  
BUEC 311 (See Note 3)  
MARK 320  
MARK 468  
MGTSC 352 (See Note 3)  
MIS 311 (See Note 3)

- ★3 Retailing and Services electives (See Note 4)

- ★6 in free electives (See Note 1)

- ★3 in electives outside Business (See Note 1)

**Year Four**

MARK 432

MARK 466

★3 Retailing and Services electives (See Note 4)

★9 Senior Business electives (See Note 5)

★12 in free electives (See Note 1)

**Notes**

(1) See §64.1.4

(2) May be taken in either Year Three or Four.

(3) May be taken in any year except Year Two, Fall Term.

(4) Retailing and Services electives may be chosen from the following: ECON 462; MARK 312, 420, 442, 450, 465, 470, 488, 490, 491, 495; SMO 431.

(5) See §64.1.3

(6) ECON courses used to satisfy the requirements of this major may not also be used to satisfy the requirements for coursework outside the Faculty of Business.

**IV. Minors**

- (1) Students with a declared major in Retailing and Services may choose to do a minor in any subject area of Business. See §64.1.5. Minors are not required. Retailing and Services students are permitted to count one of the secondary core courses required in the Retailing and Services major as one of the four courses constituting their minor.
- (2) Students with a declared major in Marketing may choose to do a minor in Retailing and Services by completing MARK 466 and an additional ★9 in Marketing courses at the 400-level which have not been used to satisfy the requirements for the Marketing major.
- (3) Students with a declared major in other areas of Business besides Marketing may complete a minor in Retailing and Services by completing MARK 320, 466, 468 and an additional ★3 from MARK 432, 450, 465, 470.

**64.3 Bilingual BCom****I. Description of Field**

The four-year Bilingual Bachelor of Commerce offers students the opportunity to obtain a fully bilingual Business degree in Canada's two official languages. Initial admission is to the Faculté Saint-Jean where students will take all their coursework in Year 1 in French at the Faculté (except for ANGL 101 or one of ENGL 111, 112, 113, 114 which can be taken either at Faculté Saint-Jean or in the Faculty of Arts). Acceptance to the program takes place in Year Two in accordance with §§15.4.1.VII and 183.1. In Year 2, students will take the required core courses in business (see §64.3.III below) either through the Faculty of Business or in French at Faculté Saint-Jean where available. They will enrol in French language courses and free electives at Faculté Saint-Jean. In Years 3 and 4, students will continue in the Bilingual BCom in the Faculty of Business for required courses in their major area of specialization. They will continue to take some free electives in Faculté Saint-Jean. Some business courses (core and electives) can also be taken at Faculté Saint-Jean in Years 2, 3 and 4. Normally, a student will complete ★54 at Faculté Saint-Jean, not counting the ★6 for ANGL 101 or one of ENGL 111, 112, 113, 114 and ★60 in the Faculty of Business. Only in exceptional circumstances will a student be permitted to depart from the ★54/★6/★60 pattern.

All students in the Bilingual Bachelor of Commerce are expected to select a major area of specialization from among the majors offered in the Faculty of Business. There are some majors that Bilingual BCom students may not be eligible to take because the bilingual program requirements will make it impossible to also fulfill major requirements. The Bilingual Bachelor of Commerce is not available to After-Degree students.

**II. Career Opportunities**

Career opportunities for Bachelor of Commerce graduates fluent in both of Canada's official language are many and varied. Students may have a particular advantage in government, large business or professional organizations with national or international presences or in any field relating to national or international accounting, finance, or marketing.

**III. Sequence of Courses****Preprofessional Year—All Students****(Taken at Faculté Saint-Jean)**

★6–★12 Basic French (See Note 1)

ANGL 101 or one of ENGL 111, 112, 113, 114 (See Note 2)

ECONE 101

ECONE 102

MATHQ 113 or 114

STATQ 151

★0–★6 free elective at Faculté Saint-Jean (See Note 1)

**Year Two—All Students**

★0–★3 Basic French (See Note 1)

ADMI 311

BUS 201

ETCAN 101

FIN 301

MARK 301

MGTSC 312

SMO 201

★3 Free Electives (See Note 3)

★3–★6 free elective at Faculté Saint-Jean (See Note 1)

**Year Three**

FRANC 322

★15–★21 in Senior Business electives (See Note 4)

★6–★12 in free electives at Faculté Saint-Jean

**Year Four**

★21–★27 in Senior Business electives (See Note 4)

★3–★9 in free electives at Faculté Saint-Jean

**Notes**

- (1) Students registered at Faculté Saint-Jean are required to take a minimum of ★9 in French language. They are advised to take a series of French courses depending on the path followed in their previous studies. For information concerning French language requirements see §184.2 in the Faculté Saint-Jean section of the Calendar. The amount of free electives in Years One and Two may depend on the French pathway chosen.
- (2) ALS and ESL courses cannot be used to satisfy this requirement. For further information concerning English language requirements see §183.5.2 in the Faculté Saint-Jean section of the Calendar
- (3) The free elective in Year Two must be chosen carefully keeping in mind the requirement for all students to select a major area of concentration. Many majors recommend beginning required course work in Year Two. ADMI 322 (ACCTG 322) is recommended for most majors.
- (4) See §64.1.3. Students are advised to examine §64.2 for Senior Business Electives consistent with the major of their choice. Some courses in the Faculty of Arts of the Faculty of Science may also be acceptable as Senior Business Electives for the purpose of the Bilingual BCom program. A maximum of ★42 in Senior Business Electives is permitted in Years Three and Four.

**IV. Minors**

- (1) Students in the Bilingual BCom must choose a major area of specialization. Where that major requires a minor area of specialization, students must complete the minor in accordance with major requirements. Minors are not required for most majors. Students should consult the relevant major in §§64.2.1 to 64.2.18.
- (2) Students may not complete a minor in the Bilingual BCom. Students interested in coursework in this area should consult the major in International Business, or consult with the Faculté Saint-Jean for information concerning appropriate coursework.

**64.4 BCom (After Degree)****I. Program**

The After-Degree program is for students who already possess a University degree to add to their qualifications by acquiring basic business skills. After-Degree students may major in any available area. They should consider a major complementary to their previous degree. After-Degree Students are normally expected to fulfill the course load requirements of §63.7. However, there is limited space available for students who wish to pursue their program on a Part-time basis. Prior written permission of the Faculty of Business is required. Students are still required to meet all other requirements of the program including the time limit on completion of the degree in §63.8. Students interested in pursuing this option should contact the Undergraduate Programs Office.

**II. Sequence of Courses—For students possessing all prerequisites to the BCom program****Year One—Fall**

ACCTG 311 (See Note 1)

MARK 301 (See Note 1)

MGTSC 312 (See Note 1)

★6 Senior Business Electives (See Note 3)

**Year One—Winter**

FIN 301 (See Note 1)

SMO 201 (See Note 1)

★9 required electives (See Note 3)

**Year Two**

★15–★30 Senior Business electives (See Note 3)

**Notes**

- (1) Courses may be taken in the term indicated as part of a cohort with permission of the Faculty.
- (2) May be taken in either of Year One or Two, either term. This sequence is recommended.
- (3) The number of Senior Business courses allowed will depend in part on the amount of exemptions an After-Degree student may be given. Students possessing exemptions in any of the required Year One courses will have their Year One schedule adjusted to reflect this. Students should consult the Undergraduate Office with respect to their program requirements before commencing Year One. After-Degree students must declare a major, and must follow the requirements for that major. This choice may be made as early as Winter Term in Year One. After-Degree students take a minimum of ★45 and a maximum of ★60 at the University of Alberta while registered as a student in the Faculty of Business. The number of required electives and Senior Business courses permitted to an After-Degree Student will depend on the requirements of the major selected.
- (4) Completion of BUS 201 or equivalent is normally a prerequisite to entrance to the Cooperative Education program. After-Degree Students may apply to the program without completion of BUS 201 as they are exempt from taking BUS 201.

**III. Sequence of Courses—For students possessing no prerequisites to the BCom program****Year One—Fall**

ACCTG 311 (See Note 1)  
 ECON 101 (See Note 5)  
 One of ENGL 111, 112, 113, 114 (See Note 5)  
 MATH 113 (See Note 5)  
 ★3 Senior Business Electives (See Note 3)

**Year One—Winter**

ECON 102 (See Note 5)  
 One of ENGL 111, 112, 113, 114 (See Note 5)  
 SMO 201 (See Note 1)  
 STAT 151 (See Note 5)  
 ★3 in required electives (See Note 2)

**Year Two**

FIN 301  
 MARK 301  
 MGTSC 312  
 ★6 Senior Business electives (See Note 3)

**Year Two—Winter**

★15 Senior Business electives (See Note 3)

**Year Three**

★15 Senior Business electives (See Note 3)  
 ★3 required electives (See Note 3)

**Notes**

- (1) Courses may be taken in the term indicated as part of a cohort with the permission of the Faculty.
- (2) See §64.1.4
- (3) The number of Senior Business courses allowed will depend in part on the amount of exemptions an After Degree student may be given. Students possessing exemptions in any of the required Year One courses will have their Year One schedule adjusted to reflect this. Students should consult the Undergraduate Office with respect to their program requirements before commencing Year One. After-Degree Students must declare a major, and must follow the requirements for that major. This choice may be made as early as Winter Term in Year One. After-Degree Students take a minimum of ★45 and a maximum of ★60 at the University of Alberta while registered as a student in the Faculty of Business. The number of required electives and Senior Business courses permitted to an After-Degree Student will depend on the requirements of the major selected.
- (4) Completion of BUS 201 or equivalent is normally a prerequisite to entrance to the Cooperative Education program. After-degree students may apply to the program without completion of BUS 201 as they are normally exempt from taking BUS 201.
- (5) Missing prerequisite courses are required to be made up in the first year of the program following admission. Courses taken as part of the preprofessional requirements do not count toward the total of ★45–★60 required courses for After-Degree students.

**64.5 BCom (Cooperative Education Program)****I. General**

The Faculty of Business offers a cooperative education option for students in Business specializations. Cooperative Education is an experiential learning program in which students alternate periods of study with periods of paid, discipline-related work experience in cooperating employer organizations. All students are eligible to compete for places in the Cooperative Education option

following successful completion of the second year of studies in Business. Students will be admitted to the program based on a combination of grades, and a letter of intent. An interview may also be necessary. The online application deadline for September entry is March 30. The online application deadline for January entry is October 31.

To qualify for the Cooperative Education degree, students accepted into the option must successfully complete the following four courses in addition to the regular requirements for the Bachelor of Commerce degree within their major area of study:

- (1) Introduction to Cooperative Education (non-credit seminar)
- (2) WKEXP 911
- (3) WKEXP 912
- (4) WKEXP 913

Students registered in the Cooperative Education option will complete 12 months of work experience. To accommodate the work experience portion of the program, students will normally require a minimum of four and one-half years to complete the requirements of the Cooperative Education degree. The normal sequencing for Cooperative Education students is that they attend the Introduction to Cooperative Education seminar in the fall of the third year of studies. The first work term will begin the following January. School terms and work terms will continue to alternate, with the program concluding with a school term in the fall of the fifth year of study.

Students in the cooperative option are considered full-time students at the University of Alberta for the full 12 months of any academic year (July 1–June 30) while they are registered in work terms.

All work experience courses are graded on a pass/fail basis. Grades are determined by a student's job performance as evaluated by the employer, by the student's performance on a work term report, and by the student's ability to integrate the work experience and the classroom study. Students who fail a work term must normally withdraw from the Cooperative Education program.

Students registered in the Cooperative Education option receive assistance in locating suitable work placements. The Business Cooperative Education coordinator is responsible for developing Cooperative Education students to conduct an active personal job search. However, the ultimate responsibility for obtaining suitable work term employment rests with the student.

**II. Sequence of Courses****Year Two—Fall**

ACCTG 311  
 BUS 201  
 MARK 301  
 MGTSC 312  
 ★3 in electives outside Business (See Note 1)

**Year Two—Winter**

FIN 301  
 SMO 201  
 ★3 in electives outside Business (See Note 1)  
 ★6 in free electives (See Note 1)

**Year Three**

Introduction to Cooperative Education (non-credit seminar)  
 WKEXP 911 (See Note 3)  
 (See Note 4 for academic requirements)

**Year Four/Five (See Notes 2 and 5)**

WKEXP 912 (See Note 3)  
 WKEXP 913 (See Note 3)

**Notes**

- (1) See §64.1.3
- (2) Co-op students are encouraged to take SMO 441. This course will allow them to draw on their work experience for classroom discussion, and will help them synthesize the cooperative education learning experience.
- (3) Work experience terms may be taken at any time in Year Three or Year Four. The final term in the Co-op Education program must be a study term.
- (4) Cooperative Education Students must declare a major by the beginning of Year Three and fulfil all the requirements of that major in addition to the Cooperative Education requirements.
- (5) An additional optional WKEXP 914 placement is available under special circumstances. Students should inquire with the Co-operative Education Office for details.

**III. Criminal Record Check**

Under the provisions of the *Protection for Persons in Care Act*, all new employees and volunteers in designated agencies such as hospitals, nursing homes, lodges, group homes, etc. must provide the results of a criminal record check. In accordance with the Act, certain agencies and educational facilities may also require that students present a criminal record check prior to entering a work experience term.

Students who have concerns about the possibility of a criminal record check should contact the Associate Dean, Undergraduate Program. Students will be informed of the need for a criminal record check prior to specific field experience placements. Please see §23.8.3 for general requirements and provisions concerning the criminal records check.

## 64.6 BCom Honors Program

### I. General

The Bachelor of Commerce Honors Program provides specialization in the chosen subject, with study in greater depth than is provided in the BCom program, and demands a higher standard of performance. It provides a challenging curriculum for students interested in pursuing research-oriented graduate business studies or interested in working in positions requiring more rigorous preparation in higher level business skills. Honors programs are available in several areas (see §§64.6.1, 64.6.2 and 64.6.3).

### II. Admission Requirements

See §15.4.2.

### III. Residence Requirements

The Honors program generally has the same residency requirements as the BCom program (see §63.7).

### IV. Course Load Requirements

The BCom (Honors) program will usually be completed in four consecutive years of study during the Fall/Winter Terms. Students in an Honors program are normally required to complete a minimum of ★30 each Fall/Winter. However, with the prior approval of the Undergraduate Office, a reduced course load may be permitted in extenuating circumstances. Students interested in pursuing a Co-operative Education option must contact the Undergraduate Office and the Department for permission before entering the Co-operative Education program.

### V. Promotion and Graduation

Promotion from year to year and graduation with the Honors designation require a GPA of at least 3.5.

### VI. Honors Essay

The BCom (Honors) program normally requires the completion of an Honors Essay in addition to specific course requirements.

## 64.6.1 BCom Honors Accounting

### I. Program

The BCom Honors in Accounting program follows the same general program of studies as the BCom with a Major in Accounting. Additional required courses are one additional Group B Accounting elective (see Note 1); the Accounting Honors Essay course (ACCTG 480); one 700-level ACCTG course (see Note 2); and one research methods course (see Note 3). In choosing their research focus, students may emphasize various streams such as Finance, MIS, Economics, Psychology or Sociology.

### II. Sequence of Courses

#### Year Two—Fall

ACCTG 311  
BUS 201  
MARK 301  
MGTSC 312  
★3 in electives outside Business (see Note 4)

#### Year Two—Winter

ACCTG 322  
MIS 311 (see Note 5)  
FIN 301  
SMO 201  
★3 in electives outside Business (see Note 4)

#### Year Three

ACCTG 414  
ACCTG 415  
ACCTG 424  
★3 from Group B Accounting electives (see Note 1)  
B LAW 301 (see Note 6)  
MGTSC 352 (see Note 5)  
BUEC 311 or Econ 281 (see Note 7)  
★3 in electives outside Business (see Note 4)  
★6 in free electives (see Note 4)

### Year Four

★6 from Group A Accounting electives (see Note 1)  
★6 from Group B Accounting electives (see Note 1)  
★3 from the 700-level ACCTG courses (see Note 2)  
★3 in a research methods course (see Note 3)  
★ACCTG 480 (Honors essay)  
★9 in free electives (see Note 4)

#### Notes:

- (1) a. Group A electives include ACCTG 418, 437 (or MIS 437), 456, 467, 468 and 488.  
b. Group B electives include ACCTG 416, 426, 432, 433, 435 (or MIS 435), 436, 442, 462 and 489.  
c. ACCTG 490, 491 and 495 may be considered Group A or B electives at the discretion of the Department of Accounting and Management Information Systems.  
d. Students planning to work toward professional accounting designations should, in addition to the requirements of the honors, consider taking courses recommended by the applicable accounting organization. See §62.1.6 for contact information for the Accounting organizations.  
e. While students are advised to follow the sequencing of accounting courses determined by the course prerequisites, when necessary, after degree students or students with special scheduling problems may take an accounting course and its prerequisites concurrently with permission of the Department Chair.
- (2) With the approval of the Department, students will choose an appropriate 700-level Accounting course.
- (3) With the approval of the Department, students will choose an appropriate research methods course, normally a doctoral or masters course such as MGTSC 705 or SOC 518.
- (4) See §64.1.4
- (5) May be taken either in Year Two (Winter Term) or Year Three.
- (6) May be taken in either of Year Three or Year Four.
- (7) May be taken in any year except Year Two, Fall Term. Students planning to take advanced course work in Economics may wish to substitute ECON 281, which is accepted as a substitute for BUEC 311 in the Accounting Honors Program.

## 64.6.2 BCom Honors Finance

### I. Program

The BCom Honors in Finance program follows the same general program of studies as the BCom with a Major in Finance. Additional required courses are the FIN Honors Essay course and one 700-level FIN course, MATH 115, 125, and STAT 265. Various streams such as Accounting, Economics or Math are possible. Please contact the Department for suggested streams.

### II. Sequence of Courses

#### Year Two—Fall

ACCTG 311  
BUS 201  
MARK 301  
MGTSC 312  
★3 in electives outside Business (See Note 1)

#### Year Two—Winter

FIN 301  
MATH 115 (See Note 2)  
MGTSC 352  
SMO 201  
★3 in electives outside Business (See Note 1)

#### Year Three

B LAW 301  
ECON 281  
MATH 125 (See Note 3)  
MIS 311  
STAT 265 (See Note 3)  
★12 chosen from Finance Honors required courses (See Notes 4 and 5)  
★3 in electives outside Business (See Notes 1 and 5)

#### Year Four

★3 in FIN at the 700-level  
FIN 480  
★15 chosen from Finance Honors required courses (See Notes 4 and 5)  
★9 in free electives (See Note 1)

#### Notes

- (1) See §64.1.4.
- (2) Generally, MATH 115 should be taken prior to entry to the Honors program.
- (3) Recommended to be taken in Fall Term.
- (4) Finance Honors courses include all 400-level FIN courses, and other courses designated by the Department consistent with the Finance stream chosen by the student. Consult the Department for appropriate courses.
- (5) ECON courses used to satisfy the requirements of this major may not also be used to satisfy the requirements for coursework outside the Faculty of Business.

## 64.6.3 Honors in Management Science

### I. Program

The BCom Honors in Management Science program follows the same general program of studies as the BCom Major in Operations Management. Additional required courses are MATH 115, 125, the MGTSC Honors Essay course and one 700-level MGTSC course, and STAT 265. Various streams such as Optimization, Statistics, Stochastic Modeling and Decision and Game Theory are possible. Please contact the Department for suggested streams.

### II. Sequence of Courses

#### Year Two—Fall

ACCTG 311  
BUS 201  
MARK 301  
MGTSC 312  
★3 in electives outside Business (See Note 1)

#### Year Two—Winter

FIN 301  
MATH 115 (See Note 2)  
MGTSC 352  
SMO 201  
★3 in electives outside Business (See Note 1)

#### Year Three

B LAW 301  
ECON 281 (See Note 5)  
MATH 125 (See Note 3)  
MIS 311  
STAT 265 (See Note 3)  
★12 chosen from Management Science Honors required courses (See Notes 4 and 5)  
★3 in electives outside Business (See Note 1)

#### Year Four

★3 in MGTSC at the 700-level  
MGTSC 480  
★15 chosen from Management Science Honors required courses (See Notes 4 and 5)  
★9 in free electives (See Note 1)

#### Notes

- (1) See §64.1.4.
- (2) Generally, MATH 115 should be taken prior to entry to the Honors program.
- (3) Recommended to be taken in Fall Term.
- (4) Management Science Honors courses include all 400-level MGTSC courses, and other courses designated by the Department consistent with the Management Science stream chosen by the student. Consult the Department for appropriate courses.
- (5) ECON courses used to satisfy the requirements of this major may not also be used to satisfy the requirements for coursework outside the Faculty of Business.

## 65 Courses

Faculty of Business courses are listed in §231, Course Listings, under the following subject headings:

Accounting (ACCTG)  
Business (BUS)  
Business Economics (BUEC)  
Business Law (B LAW)  
Finance (FIN)  
Human Resource Management (HRM)  
Industrial Relations (IND R)  
Management Information Systems (MIS)  
Management Science (MGTSC)  
Marketing (MARK)  
Strategic Management and Organization (SMO)  
Work Experience (WKEXP)

All Undergraduate Business courses required by the BCom program carry 200- or 300-level numbers; most Undergraduate Business electives carry 400-level numbers.

## 65.1 Restricted Enrolment in Business Courses

Enrolment in all courses, except ACCTG 300 and B LAW 301, is restricted to students registered in the Faculty of Business, or to students registered in

specified programs that require Business courses to meet degree requirements and who have obtained prior approval of their Faculty.

Furthermore, a number of changes usually occur after the preparation of the Calendar. Information as to which courses will be offered, the names of the instructors, and all further details must be sought from the Undergraduate Office.

## 66 Diploma in Corporate Finance

For information concerning this program, please contact the Undergraduate Programs Office in the School of Business, 2-20 Business Building.

### 66.1 Academic Standing and Graduation

Academic standing is assessed at the end of Fall/Winter terms based on at least ★6 credits. Students are expected to maintain a minimum grade point average of 2.7 or more on the four-point letter grading system used at the University of Alberta. In cases where the grade point average falls between 2.3 and 2.7, the Faculty of Business may recommend marginal standing for the student as an academic warning. Students who are assigned marginal standing twice or whose grade point average falls below 2.3 may be required to withdraw from the program.

To qualify for graduation, a student must satisfy all program requirements as specified by § and demonstrate satisfactory academic performance by achieving a grade point average of 2.7 or more on all courses in the diploma program.

### 66.2 Transfer of Credit to the MBA

Courses credited toward the Diploma in Corporate Finance may be eligible for transfer credit to a Masters of Business Administration degree. To be granted credit, a student enrolled in the Diploma Program must be admitted to the MBA Program (§205.9.2) prior to completion of the diploma.

## 67 Certificate Program in Real Estate

### General

The purpose of the certificate program is to offer training in business principles and practices to working professionals in the real estate industry and for those intending to pursue a license in real estate. See §15.4.4 for admissions requirements.

### 67.1 Program

The program consists of a flexible learning format, with some classes offered on weekends and at night. The lecture component will be delivered via face-to-face instruction at the University of Alberta or at other locations, and may be offered via video conferencing in various other centres.

Courses are graded on a pass/fail basis. To qualify for the Certificate in Real Estate, students accepted into the program must successfully complete the following five courses:

- (1) Ethics in Real Estate
- (2) Building Breakthrough Relationships
- (3) Selling and Self Management
- (4) Real Estate Negotiations
- (5) Marketing for Real Estate Agents

### 67.2 Academic Standing and Graduation

Academic standing is assessed at the end of Fall/Winter Terms based on courses completed to that point. Students are expected to achieve a pass in all courses. In cases where a student fails to achieve a pass for one or more courses, the Faculty of Business may recommend marginal standing for the student as an academic warning. Students who are assigned marginal standing twice may be required to withdraw from the program.

To qualify for the certificate a student must satisfy all program requirements as specified by §67.1 and demonstrate satisfactory academic performance by achieving a pass on all courses in the certificate program.

## 67.3 Transfer of Credit

No transfer of credit will be granted towards any degree program at the University of Alberta. Credit will be granted towards the fulfilling of the requirements on the Real Estate Council of Alberta's Continuing Education Program.