

**BACHELOR OF COMMERCE
UNIVERSITY OF ALBERTA
DONALD SCHOOL OF BUSINESS, SCIENCE AND TECHNOLOGY**

UPDATED: June 2022

You are responsible for ensuring that your registration is complete and appropriate and that your course choices comply with the program to which you have been admitted at Red Deer Polytechnic and/or to the university to which you wish to transfer (if applicable). You are cautioned that any changes to your courses, your major or your transfer destination may adversely affect your transferable credit (if applicable), admission requirements for future programs, or eligibility to graduate from Red Deer Polytechnic. Please consult with an Advisor if you have any questions.

Students in university transfer programs are strongly advised to refer to the calendar of the university to which they wish to transfer and should contact appropriate university departments as required.

ADMISSION REQUIREMENTS AND PROGRAM DESCRIPTION

- See the [Academic Calendar](#)

WHAT IS THIS GUIDE?

- This is an Academic Planning Guide, prepared by the Student Connect Centre to help you register for courses towards your desired program.
- If you are transferring to another institution to complete your degree, we strongly advise that you read the Academic Calendar of your destination institution for full information.

WHAT IS A TERM? TERMS ARE THE PERIOD IN WHICH YOUR STUDIES TAKE PLACE. AT RDP, WE OFFER FOUR TERMS.

- Fall term (September through December)
- Winter Term (January through April)
- Spring term (May through June): Spring term is an optional, condensed term. Course offerings are limited.
- Summer Term (July through August): Summer term is an optional, condensed term. Course offerings are limited.

HOW MANY COURSES SHOULD I TAKE A TERM?

- The maximum number of courses you can take in the Fall or Winter terms is 5 courses and 2 courses in the Spring (optional).
- To complete your program in four years, you would need to take the maximum number of courses per term (5 courses in the Fall and 5 courses in the Winter), or 10 course per year. Some students will complete 10 courses in a year by taking 4 courses in the Fall, 4 courses in the Winter, and 2 courses in the Spring (or a combination thereof).
- We encourage you to find the best course load for you to be successful in your courses and your program!

- When determining your course load keep your funding in mind, if applicable. For course load requirements for funding purposes, please visit www.rdpolytech.ca/psfunding.

WHAT HAPPENS IF I TAKE LESS THAN 10 COURSES A YEAR?

- You may need an extra term or year to complete your program.

WHAT IF I COMPLETED COURSES AT ANOTHER POST-SECONDARY INSTITUTION?

Once you are admitted to RDP, you can then apply to have your post-secondary courses assessed for transfer credit through our [Recognition of Prior Learning Office](#). Once admitted to RDP you can complete an [RPL application form](#), provide the Polytechnic Assessors with any and all transcripts, course outlines/descriptions, or other documentation necessary to support your PLAR application.

NOTE: To qualify for a Red Deer Polytechnic program credential, students must complete at least 50% of the credit requirements for the credential through enrolment in RDP courses.

REGISTRATION AND PROGRAM AUDIT

- Refer to the **Registration** tab on your Loop account to view **Registration Tips and Tricks** for information on:
 - Registering in classes
 - Waitlisting
 - Checking Prerequisites and Corequisites
 - Courses listed as **prerequisites** must be completed before you start the course in question.
 - Courses listed as **co-requisites** must be taken at the same time as the course in question.
 - Viewing Your Schedule
 - And much more!
- You can also see for yourself exactly which criteria each course will meet, by using Grad Tracker. To access this, log in to the Loop and select Online Services→Student Services→Grad Tracker.
- After you have completed your registration, if you would like an advisor to review your registration please submit a [Registration Review Form](#).

REQUIRED COURSES:

- The Alberta School of Business is a limited enrolment Faculty. Admission is not guaranteed to all qualified applicants. All applicants must have completed a **MINIMUM of 24** university transferable credits, which **MUST** include the following required courses: **ECON 201** (3), **ECON 202** (3), **MATH 202** (3) or **MATH 203** (3), **BUS 306** (3), AND **ENGL 219** (3).
- Students who do not present these courses will not be considered for admission.

COURSE SEQUENCE AND CHECKLIST (UNOFFICIAL)

REQUIREMENT		PREREQUISITE(S)	COMMENTS	DONE
TERM 1				
ECON 201 (3 Credits)	Introduction to Microeconomics			
ENGL 219 (3 Credits)	Essay Writing and Critical Reading	ELA 30-1		
BUS 306 (3 Credits)	Introduction to Business Statistics		Credit will not be granted for both BADM 111 and BUS 306.	
Non-Business Option				
Non-Business Option				

TERM 2

ECON 202 (3 Credits)	Introduction to Macroeconomics	ECON 201		
ENGL 220 (3 Credits)	Literary Analysis	ENGL 219		
MATH 202 OR MATH 203 (3 Credits)		Prerequisite for Math 202: Math 30-1 Prerequisite for Math 203: Math 31		
Non-Business Option or BUS 307		Prerequisite for BUS 307: BUS 306		
Non-Business Option				

TERM 3

ACCT 202	Introductory Financial Accounting			
BADM 132 (Or MKT 1132)	Introduction to Marketing			
BUS 311	Legal Foundations of the Canadian Economy			
FINS 150 (Or FINS 1150)	Personal Finance			
Non-Business Option or BUS 307				

TERM 4

ACCT 204	Managerial Accounting	ACCT 103 or 202		
BUS 303	Introduction to Organizational Behaviour			
BUS 310	Introduction to Finance	BUS 306		
Non-Business Option or BUS 307				
Non-Business Option				

IMPORTANT NOTES

1. BUS 307 could be taken in Year 2. Substitute a Non-Business Option in Year 1.
2. Courses in **BOLD** are required courses for transfer to U of A Bachelor of Commerce Program
3. See below for recommended Year 2 Non-Business Options for specific majors
4. Credit will only be granted for **one of** RDP's BUS 306, BADM 111, STAT 251 or STAT 241
5. A minimum grade of **C-** is required for transfer to the University of Alberta
6. Students will be required to select a major area of concentration upon entering Year 3 of the program

COURSE CATEGORIZATION/ELECTIVE LIST

UNIVERSITY OF ALBERTA NON-BUSINESS OPTIONS FOR BACHELOR OF COMMERCE

- Generally, a Non-Business Option is any U of A transferable course not offered by the Alberta School of Business at the U of A. Please use the list below as a guide and keep the following points in mind:
 - Students are responsible for checking the Alberta Transfer Guide to ensure that the specific options selected (e.g. ANTH 200) are transferable to U of A. The Alberta Transfer Guide can be accessed on-line at www.transferalberta.ca.
 - Some of the classes listed below may be restricted (i.e. only students in a certain program can access them). Check the Red Deer Polytechnic timetable for further information.
 - Junior courses are those that transfer to the University of Alberta as “1xx” or are numbered from 100-199 in the Transfer Guide. Courses numbered 200-499 are designated as Senior.

NON-BUSINESS OPTIONS AT RDP: Cross reference with [Transfer Alberta](#) to ensure the option transfers to UofA.

Anthropology (**ANTH**), Art (**ART**), Astronomy (**ASTR**), Biochemistry (**BIOC**), Biology (**BIOL**), Chemistry (**CHEM**), Classics (**CLAS**), Communications (**COMM**), Computing Science (**CMPT**), Dance (**KDNC**), Drama (**DRAM**), Economics (**ECON**), Education (**EDCM**, **EDFN**, **EDFX**, **EDPY**), English (**ENGL**), Family Studies (**FAM**), Film (**FILM**), Financial Services (**FINS**), French (**FREN**), History (**HIST**), Kinesiology and Sport Studies (**KNSS**), Mathematics (**MATH**), Microbiology (**MICR**), Music (**MUSE**, **MUSI**), Philosophy (**PHIL**), Physical Activity (**KPAC**), Physics (**PHYS**), Political Science (**POLI**), Psychology (**PSYC**), Sociology (**SOCI**), Zoology (**ZOOL**)

SUGGESTED COURSES FOR BACHELOR OF COMMERCE MAJORS

ACCOUNTING

- ECON 381 in place of a Non-Business Option in Year 2

BUSINESS ECONOMICS AND LAW

- ECON 381 in place of a Non-Business Option in Year 2

BUSINESS STUDIES

- ECON 381 in place of a Non-Business Option in Year 2

EAST ASIAN BUSINESS STUDIES

- Required languages not available at RDC. Transfer after one year.

ENTREPRENEURSHIP AND INNOVATION

- SOCI 260 as a Non-Business Option in Year 1

EUROPEAN BUSINESS STUDIES

- 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 credits of course weight in the same language. Students can choose from the following languages: French German, Italian, Polish, Russian, Scandinavian (Danish/Norwegian/Swedish), Spanish, or Ukrainian. **French is available at RDC.** Students are encouraged to transfer to the U of A after one year at RDC.

FINANCE

- ECON 381 in place of a Non-Business Option in Year 2

HUMAN RESOURCE MANAGEMENT

- SOCI 260 & SOCI 363 as Non-Business Options in Year 1
- BADM 281 in place of a Non-Business Option in Year 2

INTERNATIONAL BUSINESS

- ECON 381 in place of a Non-Business Option in Year 2. Students must choose a minor area of concentration from the Faculty of Business. See the U of A calendar for more information.

-Students majoring in International Business must complete a minimum of 12 credits in a second language and it is recommended this be commenced by Year 2. French is available at RDC. Please refer to the European Studies major above for course sequencing. Students are encouraged to transfer to the U of A after one year at RDC.

- All students interested in this major should take other Non-Business Options in Anthropology (**ANTH**), History (**HIST**), Political Science (**POLI**), Economics (**ECON**) and Geography (**GEOG**) in their area of interest.

LATIN AMERICA BUSINESS STUDIES

- Required languages not available at RDC. Transfer after one year.

MANAGEMENT INFORMATION SYSTEMS

- Students with a weak computing background are advised to take CMPT 201 as a Non-Business Option in Year 1.
- Students are encouraged to consider choosing a minor in another subject area of Business or in Computing Science. See the U of A calendar for more information.

MARKETING

- ECON 381 in place of a Non-Business Option in Year 2

NATURAL RESOURCES, ENERGY & THE ENVIRONMENT

- ECON 381 in place of a Non-Business Option in Year 2

OPERATIONS MANAGEMENT

- ECON 381 in place of a Non-Business Option in Year 2

RETAILING & SERVICES

- ECON 381 in place of a Non-Business Option in Year 2

STRATEGIC MANAGEMENT AND ORGANIZATION

- Follow standard pattern.

TRANSFER INFORMATION

Program Information: The BCOM degree is a four-year degree program including one year of Pre-Professional Studies from a recognized post-secondary institution. To obtain a Bachelor of Commerce degree students must complete 120 credits including a minimum of 24 credits (taken in the Pre-Professional year) and a maximum of 60 credits in transfer credit. At least 60 credits in University of Alberta courses must be successfully completed while the student is registered in the Faculty of Business.

Academic Requirements: The Alberta School of Business is a limited enrolment Faculty. Admission is not guaranteed to all qualified applicants. All applicants must have completed a **MINIMUM of 24** university transferable credits, which **MUST** include the following required courses: **ECON 201 (3)**, **ECON 202 (3)**, **MATH 202 (3)** or **MATH 203 (3)**, **BUS 306 (3)**, AND **ENGL 219 (3)**.

Students who do not present these courses will not be considered for admission.

Applicants must possess a minimum GPA of 2.3 in their most recent consecutive Fall/Winter session (September-April) to be assessed for admission however students must meet the competitive GPA, which can fluctuate from year to year.

Competitive Grade Point Average (GPA): The GPA is calculated on the most recent Fall/Winter session where a student has completed a minimum of 15 transferable credits. If a student has more than 15 transferable credits, all coursework taken will be used to calculate the GPA. Calculations are based on university transferable courses and will include failed courses taken during the Fall/Winter session. Repeated

courses, if previously passed, will not be included in the GPA calculation. In recent years, the competitive GPA has fluctuated between 2.7 - 3.0. The Alberta School of Business at U of A is a limited enrolment Faculty, and the competitive GPA may change from year to year.

Spring Courses: You are advised to avoid taking spring courses in the year you will transfer. These courses will not be used for admission purposes and final transcripts may not be available by the transcript and document deadline (June 15).

What is the application deadline and how do I apply?

Fall 2023 Application Opens - **October 1, 2022**

Fall 2023 Application Deadline – **March 1, 2023**

Transcript Deadline (Transfer): **June 15, 2023**

Transcript Deadline (High School): **August 1, 2023**

[Apply for Admission](#) to the BCom program.

Early Admission with Conditions: Students are eligible if they have three or more prerequisite courses completed, the remaining prerequisite courses in progress, and a minimum of 9 university transferable credits completed in the fall term. These courses will be used to calculate your **interim** GPA. Applications and official transcripts must be received by the Registrar's Office by February 15th to be considered for Early Admission with Conditions.

Junior-Level Options (Electives): Students may receive credit in **no more than 21 credits** of junior-level electives (e.g. 100-level Non-Business Courses) whether taken at the University of Alberta or presented for transfer credit. This total does NOT include the Pre-Professional Courses or junior courses taken to fulfill specific program or major requirements.

Minors for Business Students: For more information on minor areas of concentration, please refer to the 2020/2021 University of Alberta calendar at <http://calendar.ualberta.ca/>.

Cooperative Education Program: Cooperative Education is an experiential learning program in which students alternate periods of study with periods of paid, discipline related work experience.

For further information please refer to

<https://www.ualberta.ca/business/careers/business-career-services/apply-to-co-op>

IMPORTANT NOTE REGARDING TRANSFER TO THE UNIVERSITY OF ALBERTA & AUGUSTANA FACULTY:

- When checking course transfer to the University of Alberta, please note that courses which have "AU" as the first two letters of the course abbreviation in the Alberta Transfer Guide will transfer only to the U of A Augustana Faculty in Camrose. In order for a course to also transfer to other U of A faculties, there must be another entry indicating transfer as a course not beginning with "AU".
 - Check the [Alberta Transfer Guide](#) or see an Academic Advisor if you are unsure about course transferability.

CONTACT INFORMATION AND HELPFUL RESOURCES

Red Deer Polytechnic Student Connect Centre	studentconnect@rdpolytech.ca www.rdpolytech.ca/SCC 403.342.3254
Red Deer Polytechnic website	rdpolytech.ca
Transfer Alberta Guide	transferalberta.alberta.ca