



Counselling & Career Centre



What can I do with a Bachelor of Commerce?

About a Bachelor of Commerce

Bachelor of Commerce programs prepare you for a wide range of professional and/or management level careers in business or the public sector. Bachelor of Commerce graduates are tomorrow's leaders in the world of business and government. The Bachelor of Commerce program will provide you with background skills and knowledge in the various specialized areas of business, as well as in the humanities and social sciences. Emphasis is on developing the ability to analyze various organizational problems of a human and/or technical nature.

Career/Job Opportunities

The career opportunities are endless for those entering the workforce. Depending on a specialized area of study (a major), these specializations include:

- Accounting
- Computer Science
- Economics
- Entrepreneurship & Innovation
- First Nations' Governance
- Human Resource Management & Labour Relations
- Finance
- International Business
- Marketing
- Political Science

The **ALIS (Alberta Learning Information Service)** <http://alis.alberta.ca> and the **Working in Canada** <http://www.workingincanada.gc.ca> websites provide information about wages, education requirements, local and national employment prospects, interests and skill requirements for graduates of a Bachelor of Commerce program.

If you would like to explore your interests, identify your goals; discuss your career options and job search strategies and discover how to make the most of your education, we encourage you to either drop by the Counselling and Career Centre in room 1402 or call 403-343-4064 to make an appointment with the Career and Employment Services Coordinator.



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For career information, enter the four digit number listed below in the Alberta Learning Information Services Website (www.alis.alberta.ca) or the National Occupational Classification Website (<http://www5.hrsdc.gc.ca/NOC/>).

With a Bachelor of Commerce, depending on my interests and experience, possible job titles include:

Accountant #1111.2	Fraud Investigator # 1111.1	Financial Auditor #1111-A	Retail Salesperson
Sales Clerk #6421	General Office Clerks	Accounting Technician #1231	Accounting Clerks #1431
Administrative Clerks #1441	Administrative Officers #1221	Data Administrator #2172.2	Financial Planner #1114.1
Aboriginal Liaison #1221	Information Systems Consultant #2171.1	Marketing Managers #0611.2	Purchasing Agent #1225
	Systems Auditor #2171.4	Visual Merchandiser #5243.3	

I can look for work outside my area of study, depending on my interests and experience, possible job titles include:

Business

Assessor, Valuator, Appraiser #1235.1	Collectors	Insurance Adjuster # 1233.1	Banking Clerks #1434
Bookkeeper #1231	Marketing Consultant #4163	Business Development Officers #4163	Financial Clerks #1434
Broker #1236.1	Customer Service Representatives-Financial Services	Actuary #2161.3	Insurance Agent/Broker #6231



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	#1433		
Investment Advisor #1113.1	Management Consultant #1122.1	Market Research Analyst #4163	Operations Manager #0911

Other

Airline Sales #6433	Court Officers #1227	Operations Research Analyst #2161.2	Payroll Administrator #1432
Airline Service Agents #6433	Computer and Information Systems Manager #0213	Conference and Event Planner #1226	Customer Service Clerks #1453

With additional education/training or experience, I can be:

Retail Trade Managers	Advertising Managers	Marketing Managers	Sales Managers
Administrators- Post Secondary and Vocational Training #0312	Banking/Investment Manager #0122.1	Credit Manager #0122	Investment Manager #0122
Marketing Researcher #4163	Advertising Copywriter #5121.3	Arbitrator # 1121	Auctioneer # 6411
Banquet Manager #0631	Border Services Officer #1228.3	Career and Technology Studies Teacher # 4141	Chief Administrative Officer #0012
Credit/ Loans Manager #0122.2	Financial Analyst 1112.1	Foreign Service Officer #4168	Fund Development Professional #5124



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Investment Underwriter #1114.4	Real Estate Appraiser # 1235.3	Restaurant Manager # 0631	School Business Official # 0014
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Employers (not a comprehensive list)

Educational Institutions	Public Sector Government	Multinational Corporations	Firms
Financial Institutions	Public Utilities	Specialist Organizations	Industry Associations
Management Consultancies	Market Research and Advertising Organizations	Trade Unions	Stock broking and Investment Advisory Services

Major Skills obtained from a Bachelor of Commerce

(not a comprehensive list)

- Ability to work independently as well as part of a team
- Listening skills
- Quantitative skills
- Teaching aptitude
- Ability to synthesize complex information
- Ability to understand and work with complex scientific data
- Ability to make projections
- Project management
- Specialized subject knowledge
- Verbal and written communications skills
- Ability to make decisions
- Critical thinking and analytical skills
- Problem solving
- Social and interpersonal skills
- Good organizational and time management skills



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Listing of Potential Employers

- Accounting Firms
- Management Consultants
- Government - Provincial/Federal/Municipal
- Not-for-profit groups
- Banks & Financial Services firms
- Stockbrokers
- Insurance Companies
- Self-employment

General Job Search Websites

- Red Deer College- www.rdc.ab.ca/employment
- Red Deer College Online Job Board - http://www.rdc.ab.ca/about_rdc/human_resources/employment/Pages/StudentEmployment.aspx
- City of Red Deer - www.reddeer.ca
- Red Deer County - <http://rdcounty.ca/>
- Red Deer Chamber of Commerce - <http://www.reddeerchamber.com>
- Service Canada Job Bank www.jobbank.gc.ca
- Tourism Red Deer - <http://www.tourismreddeer.net>
- Alberta Provincial Government www.chr.alberta.ca/jobs
- Federal Government www.jobs.gc.ca
- Alberta Health Services - www.healthjobs.ab.ca
- Red Deer Public School District - <http://www.rdpsd.ab.ca/Human-Resources.php>
- Red Deer Catholic School District
http://www.rdcrcd.ab.ca/en/Career_Opportunities_6
- Indeed Jobs - <http://ca.indeed.com/?r=us>
- Eluta: The Search Engine for New Jobs in Canada www.eluta.ca
- Diversified Staffing - [http://www.diversifiedstaffing.com/Red Deer Job Shop - www.reddeerjobshop.ca](http://www.diversifiedstaffing.com/Red_Deer_Job_Shop_-_www_reddeerjobshop.ca)
- Albertajobs.com - www.albertajobs.com Kijiji - <http://reddeer.kijiji.ca>
- We Got Jobs - www.wegotjobs.ca
- TalentEgg: hatching graduate careers <http://talentegg.ca/>
- Jobster - www.jobster.com



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- Extreme Jobs - <http://www.extremejobs.ca/>
- Alberta Canada – Official Immigration website www.alberta-canada.com/jobs
- Wow Jobs - www.wowjobs.ca
- Hireground Careers – www.hgcareers.com
- JournalismJobs.com - www.journalismjobs.com
- Monster – www.monster.ca
- Workopolis.com: Canada’s Biggest Job Site - www.workopolis.com

Professional Associations and Sites of Interest

Certified General Accountants Association of Alberta website: www.cga-alberta.org

Institute of Chartered Accountants of Alberta website: www.icaa.ab.ca

Society of Management Accountants of Alberta website: www.cma-alberta.com

Alberta Assessors' Association website: www.assessor.ab.ca

Alberta Association of the Appraisal Institute of Canada Website: www.appraisal.ab.ca

Real Estate Council of Alberta (RECA) website: www.reca.ab.ca

International Association of Assessing Officers website: www.iaao.org

Canadian Information Processing Society (CIPS) website: www.cips.ca

Information and Communications Technology Council (ICTC) website: www.ictc-ctic.ca

Discover IT website: www.discoverit.org

RDC Department Information

http://www.rdc.ab.ca/academic_calendar/program_course_listing/university_transfer_programs/Pages/bachelor_of_commerce.aspx

For More Info

Please contact the Career & Employment Services Coordinator
403.314.2476

Counselling & Career Centre - Room 1402

employmentservices@rdc.ab.ca

Information adapted from

www.alis.alberta.ca

<http://www.workingincanada.gc.ca/>

<http://www.mcgill.ca/files/caps/english.pdf>



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