

What courses do I need to complete in order to graduate?

You must complete 20 credits (40 courses), including the following:

- 13.0 credits (26 courses) - Core Courses
- 5.0 credits (10 courses) - From the approved list of Restricted Business Electives
- 2.0 credits (4 courses) - General Electives (non business courses)

Each course in the Business Program has a credit value of 0.5

****Note: This program plan is only valid for students who have started their program in 2014, please consult the Academic Calendar for previous plans.**

Does Guelph-Humber meet the Institute of Chartered Accountants of Ontario 51 – credit hour requirement? (Valid for Academic Calendars prior to 2013-14)

This planning document is applicable for students considering a career as a CA and meets the ICAO's "credit hour" requirements. To focus on the CA Designation in Accounting requires the completion of 5.0 credits (10 courses) in approved accounting courses, in order to obtain the Institute's "51 – credit hours". This is available to students who have started their program in 2012 or prior only. Students who have started their program in 2013 will be required to follow the CPA requirements.

Students, wishing to pursue the **CPA** designation may need to complete additional courses beyond their BBA graduation requirements. Please see your Academic Advisor for clarification.

The requirements of the professional accounting associations are subject to change and students are responsible for determining the requirements of the associations. It is recommended that students obtain written confirmation from the associations prior to registering in courses. Transfer students are strongly encouraged to confirm with their designating body of interest, the process for determining credit for courses completed at more than one post-secondary institution.

What general electives should I take and when should I take them?

Choose general electives from the subjects that interest you the most. Different electives are offered in different semesters and these will be noted in time for course selection. Students must incorporate four general electives (2.0 credits), into their program plan.

Can I take a business course as a general elective?

No. General electives are designed to give students depth and breadth in their studies and provide an opportunity for business students to take courses with students in other programs.

Am I required to take my general electives at Guelph-Humber?

Letters of Permission may be available in order for you to take general electives at another institution. Please see one of the Learning Support Peers for details.

I am a transfer student. How do I know which courses I can select?

Transfer Students should use this document, in collaboration with their official credit assessment to determine which courses they have the required pre-requisites to select. Transfer students should meet with their Academic Advisor in advance of course selection dates to confirm their schedule.

Is there Co-op in the Business Program?

No. However, students will receive workplace experience in their last semester in BADM*4400 Applied Business Study.

Will my degree and/or diploma note my area of emphasis?

Upon successful completion of 3.0 credits (6 courses) in a specific subject area, students may request to receive a notation on their Humber College diploma. Students may only declare ONE area of emphasis. Students are not required to declare an emphasis and may choose to take courses from several different subject areas.

Where can I go for more information?

Contact your Academic Advisor for more information on the Business Administration program. To set up an appointment with your Academic Advisor email advisors@guelpghumber.ca or call 416.798.1331, ext 6288. You can also visit the **LSP's** in the Learning Commons or feel free to email them at lsp@guelpghumber.ca.

NOTE: This program plan has been designed to assist you with course selection and program planning. In the case of any discrepancies between this document and the approved schedule of studies, the schedule of studies (as found in the Undergraduate Calendar at www.guelpghumber.ca/calendar), will serve as the official record.

SEMESTER	COURSE CODE	COURSE TITLE	PREREQUISITES	SEM
1	AHSS*1000	Microeconomics		F
	BADM*1010	Business Law		F
	BADM*1030	Accounting I		F
	BADM*1040	Marketing		F
	BADM*1100	Business Communications		F
2	AHSS*1010	Macroeconomics	• AHSS*1000	W
	AHSS*1030	Introduction to Organizational Behaviour		W
	BADM*1020	Business Information Systems		W
	BADM*1060	Accounting II	• BADM*1030	W
	SCMA*1000	Business Statistics		W
3	BADM*2000	Human Resources Management		F
	BADM*2010	Managerial Accounting	• BADM*1060	F
	BADM*2020	Consumer Behaviour	• BADM*1040	F
	SCMA*2000	Quantitative Methods in Business	• SCMA*1000	F
		General Elective		F
4	BADM*2030	Advertising in Business	5.0 credits, including: • BADM*1040	W
	BADM*2050	Ethics & Values in Business	5.0 credits, including: • BADM*1100	W
	BADM*2060	Business Logistics	5.0 credits, including: • SCMA*1000	W
		General Elective		W
Semester 4 Restricted Electives	BADM*3120	Intermediate Accounting I	• BADM*1060 • BADM*2010	W
5	BADM*3000	Finance	7.5 credits, including: • BADM*1030 • BADM*1060	F
	BADM*3110	Entrepreneurial Studies	• 7.5 credits	F
	SCMA*3010	Research Methods in Business	7.5 credits including: • SCMA*1000	F
		General Elective		F
Semester 5 Restricted Electives	BADM*3130	Intermediate Accounting II	• BADM*3120	F
6	BADM*3160	Corporate Finance	• SCMA*1000 • BADM*3000	W
	BADM*4360	Negotiation in Business	10.0 credits including: • BADM*1100	W
		General Elective		W
Semester 6 Restricted Electives	BADM*4210	Advanced Financial Accounting	• BADM*3130	W
	BADM*4240	Auditing I	• BADM*3130 • SCMA*1000	W

	COURSE CODE	COURSE TITLE	PREREQUISITES	SEM
7	BADM*4000	Business Policy	• 13.0 credits	F
	BADM*4200	Project Management	13.0 credits including: • BADM*2060	F
Semester 7 Restricted Electives		Restricted Elective		F
	BADM*3150	Managerial Accounting II	• BADM*2010 • SCMA*1000	F
	BADM*4220	Taxation I	• BADM*3120	F
8	BADM*4340	Leadership in Business	15.0 credits including: • AHSS*1030 • BADM*2050	W
	BADM*4400	Applied Business Study	•15.0 credits	W
Semester 8 Restricted Electives		Restricted Elective		W
	BADM*4230	Taxation II	• BADM*4220	W
	BADM*4280	Advanced Managerial Accounting	• BADM*3150	W

Students are strongly encouraged to plan out their entire schedule before selecting any courses to ensure all requirements will be met at the end of their studies. This is especially important for transfer students.

Accounting Designations Restricted Elective Course Requirements

CPA Required Restricted Elective Courses	CPA Required Core Courses	CPA Required GPA Requirements
BADM 3120 Intermediate Accounting I BADM 3130 Intermediate Accounting II BADM 3150 Managerial Accounting II BADM 4210 Advanced Financial Acct. BADM 4220 Taxation I BADM 4230 Taxation II BADM 4240 Auditing I BADM 4280 Advanced Managerial Acct.	AHSS 1000 Microeconomics AHSS 1010 Macroeconomics BADM 1010 Business Law BADM 1020 Business Information Systems BADM 1030 Accounting I BADM 1060 Accounting II BADM 2010 Managerial Accounting BADM 3000 Finance BADM 3160 Corporate Finance BADM 4000 Business Policy SCMA 1000 Business Statistics SCMA 2000 Quantitative methods in Business	A 60% minimum grade is required to satisfy the Academic Prerequisites in all classes listed under modules 5-9 within the CPA Coverage Area for Entry to PEP. A 65% combined average of these courses will also be required. <i>*Course equivalencies set out in this grid are subject to change.</i>

<http://www.cpaontario.ca/Students/PreReqEdu/1014page18920.pdf>

Restricted Accounting Electives by Semester Offered

SEMESTER	COURSE CODE	COURSE TITLE	PREREQUISITES	SEM
Semester 4 Restricted Electives	BADM*3120	Intermediate Accounting I	• BADM*1060 • BADM*2010	W
Semester 5 Restricted Electives	BADM*3130	Intermediate Accounting II	• BADM*3120	F
Semester 6 Restricted Electives	BADM*4210	Advanced Financial Accounting	• BADM*3130	W
	BADM*4240	Auditing I	• BADM*3130 • SCMA*1000	W
Semester 7 Restricted Electives	BADM*3150	Managerial Accounting II	• BADM*2010 • SCMA*1000	F
	BADM*4220	Taxation I	• BADM*3120	F
	BADM*4260	Auditing II	• BADM*4240	F
Semester 8 Restricted Electives	BADM*4230	Taxation II	• BADM*4220	W
	BADM*4250	Accounting Theory	• BADM*4210	W
	BADM*4270	Auditing III	• BADM*4260	W
	BADM*4280	Advanced Managerial Accounting	• BADM*3150	W

Area of Emphasis Courses / Restricted Business Electives – 5.0 credits (10 courses) are required.

SEMESTER	COURSE CODE	COURSE TITLE	PREREQUISITES	SEM
Semester 5 Restricted Electives	BADM*3060	International Law	7.5 credits including: • BADM*1010	F
	BADM*3080	Professional Selling	• BADM*1010 • BADM*1040	F
	BADM*3200	Business and Government	7.5 credits including: • AHSS*1010	F
	BADM*3210	Case Studies in Business Management	10.0 credits including: • BADM*1100	F
	BADM*4140	Event Management I	• BADM*1010 • BADM*2030	F
	BADM*4370	History of Business	7.5 credits	F
	BADM*4390	Relationship Marketing	• BADM*1040 • BADM*2020	F
Semester 6 Restricted Electives	BADM*2040	Customer Service	5.0 credits, including: • BADM*1040	W
	BADM*3030	Direct Marketing	• BADM*1040 • BADM*2020	W
	BADM*3090	Money, Banking & Finance	• BADM*1010 • BADM*3000	W
	BADM*3140	International Trade	10.0 credits including: • AHSS*1000 • AHSS*1010 • BADM*3000	W
	BADM*4120	Business Consulting	10.0 credits including: • BADM*1100	W
	BADM*4140	Event Management I	• BADM*1010 • BADM*2030	W
	BADM*4160	Event Management II	• BADM*4140	W
Semester 7 Restricted Electives	BADM*3040	International Finance	10.0 credits including: • AHSS*1000 • AHSS*1010 • BADM*3000	F
	BADM*4040	E-Commerce	10.0 credits including: • BADM*1020 • BADM*1040	F
	BADM*4060	Investment Finance	• SCMA*1000 • BADM*3160	F
	BADM*4070 DE	Personal Financial Planning	• BADM*3000	F
	BADM*4100	Small Business Management	• BADM*3110	F
	BADM*4160	Event Management II	• BADM*4140	F
	BADM*4170	Asia Pacific Regional	• 10.0 credits	F
	BADM*4410	Managing Not-for-Profit Enterprise	10.0 credits including: • BADM*1040 • BADM*2050	F
Semester 8 Restricted Electives	BADM*4050	Marketing Research Project	10.0 credits including: • BADM*1040 • SCMA*3010	W
	BADM*4080	Insurance & Risk Management	• 10.0 credits	W
	BADM*4090	Portfolio Management	• BADM*3160 • BADM*4060	W
	BADM*4110	Planning a Small Business	• BADM 3110	W
	BADM*4180	Latin America Regional	• 10.0 credits	W
	BADM*4190	Europe Regional	• 10.0 credits	W
	BADM*4420	Business Management Simulation	15.0 credits including: • BADM*4000	W

Area of Emphasis Declaration/ Restricted Business Electives – 5.0 credits (10 courses) are required.

Completion of at least 3.0 credits (6 courses) from one specific area will allow a student to declare an Area of Emphasis. This would be noted on the Humber Parchment and the University of Guelph-Humber Transcript. An Area of Emphasis Declaration form must be submitted to the Academic Advisor prior to your 7th semester.

<p>Finance – 3.0 credits (6 courses)</p> <ul style="list-style-type: none"> <input type="checkbox"/> BADM*3040 International Finance [F] <input type="checkbox"/> BADM*3090 Money, Banking & Finance [W] <input type="checkbox"/> BADM*3200 Business and Government [F] <input type="checkbox"/> BADM*4060 Investment Finance [F] <input type="checkbox"/> BADM*4070 Personal Financial Planning [F] <input type="checkbox"/> BADM*4080 Insurance & Risk Management [W] <input type="checkbox"/> BADM*4090 Portfolio Management [W] <input type="checkbox"/> BADM*4370 History of Business [F] <input type="checkbox"/> AHSS*3500 International Field Study **[S] <input type="checkbox"/> BADM*4120 Business Consulting [W] (Valid for Academic Calendars prior to 2013-14) <p>Marketing – 3.0 credits (6 courses)</p> <ul style="list-style-type: none"> <input type="checkbox"/> BADM*2040 Customer Service [W] <input type="checkbox"/> BADM*3030 Direct Marketing [W] <input type="checkbox"/> BADM*3080 Professional Selling [F] <input type="checkbox"/> BADM*3200 Business and Government [F] <input type="checkbox"/> BADM*4040 E-Commerce [F] <input type="checkbox"/> BADM*4050 Marketing Research Project [W] <input type="checkbox"/> BADM*4140 Event Management I [F/W] <input type="checkbox"/> BADM*4160 Event Management II [F/W] <input type="checkbox"/> BADM*4370 History of Business [F] <input type="checkbox"/> BADM*4390 Relationship Marketing [F] <input type="checkbox"/> AHSS*3500 International Field Study **[S] <input type="checkbox"/> BADM*4120 Business Consulting [W] (Valid for Academic Calendars prior to 2013-14) <p>Management – 3.0 credits (6 courses)</p> <ul style="list-style-type: none"> <input type="checkbox"/> BADM*3200 Business and Government [F] <input type="checkbox"/> BADM*3210 Case Studies in Business Management [F] <input type="checkbox"/> BADM*4100 Small Business Management [F] <input type="checkbox"/> BADM*4120 Business Consulting [W] <input type="checkbox"/> BADM*4140 Event Management I [F/W] <input type="checkbox"/> BADM*4160 Event Management II [F/W] <input type="checkbox"/> BADM*4370 History of Business [F] <input type="checkbox"/> BADM*4410 Managing Not-for-Profit Enterprise [F] <input type="checkbox"/> BADM*4420 Business Management Simulation [W] <input type="checkbox"/> AHSS*3500 International Field Study **[S] 	<p>International Business – 3.0 credits (6 courses)</p> <ul style="list-style-type: none"> <input type="checkbox"/> BADM*3040 International Finance [F] <input type="checkbox"/> BADM*3060 International Law [F] <input type="checkbox"/> BADM*3140 International Trade [W] <input type="checkbox"/> BADM*3200 Business and Government [F] <input type="checkbox"/> BADM*4120 Business Consulting [W] <input type="checkbox"/> BADM*4170 Asia Pacific – Regional [F] <input type="checkbox"/> BADM*4180 Latin America – Regional [W] <input type="checkbox"/> BADM*4190 Europe – Regional [W] <input type="checkbox"/> BADM*4370 History of Business [F] <input type="checkbox"/> AHSS*3500 International Field Study **[S] <p>Small Business Management – 3.0 credits (6 courses)</p> <ul style="list-style-type: none"> <input type="checkbox"/> BADM*3080 Professional Selling [F] <input type="checkbox"/> BADM*3200 Business and Government [F] <input type="checkbox"/> BADM*4100 Small Business Management [F] <input type="checkbox"/> BADM*4110 Planning a Small Business [W] <input type="checkbox"/> BADM*4120 Business Consulting [W] <input type="checkbox"/> BADM*4140 Event Management I [F/W] <input type="checkbox"/> BADM*4160 Event Management II [F/W] <input type="checkbox"/> BADM*4370 History of Business [F] <input type="checkbox"/> BADM*4390 Relationship Marketing [F] <input type="checkbox"/> AHSS*3500 International Field Study **[S] <p>Accounting – 3.0 credits (6 courses)</p> <ul style="list-style-type: none"> <input type="checkbox"/> BADM*3120 Intermediate Accounting I [W] <input type="checkbox"/> BADM*3130 Intermediate Accounting II [F] <input type="checkbox"/> BADM*3150 Managerial Accounting II [F] <input type="checkbox"/> BADM*4210 Advanced Financial Accounting [W] <input type="checkbox"/> BADM*4220 Taxation I [F] <input type="checkbox"/> BADM*4230 Taxation II [W] <input type="checkbox"/> BADM*4240 Auditing I [W] <input type="checkbox"/> BADM*4250 Accounting Theory [W] <input type="checkbox"/> BADM*4260 Auditing II [F] <input type="checkbox"/> BADM*4270 Auditing III [W] <input type="checkbox"/> BADM*4280 Advanced Managerial Accounting [W]
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NOTE: ** AHSS*3500 - International Field Study **[S]

To have this course counted as an Area of Emphasis credit, the course must be delivered by the BBA Program. The Research Paper **must** reflect the Area of Emphasis and students will require previous consent from the BBA Program Head.