

**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.**

**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. According to the schedule of studies, students should complete their general elective credits in semesters 3, 4, & 5. However, circumstances sometimes occur which may prevent this. If you are unsure of when to complete a specific course, please see your Academic Advisor for clarification as soon as possible.

**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 for you to take your general electives at another institution. Please see one of the Learning Support Peers (LSP) for details. The LSP's can be contacted by emailing [lsp@guelphhumber.ca](mailto:lsp@guelphhumber.ca).

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

Transfer Students should use this document, in conjunction 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 to confirm the schedule they have developed in advance of the course selection dates.

**Is there Co-op in the Business Program?**

No. However, students will receive workplace experience in their last semester in BADM\*4400, the 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@guelphhumber.ca](mailto:advisors@guelphhumber.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@guelphhumber.ca](mailto:lsp@guelphhumber.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.guelphhumber.ca/calendar](http://www.guelphhumber.ca/calendar)), will serve as the official record.**

SEMESTER	COURSE CODE	COURSE TITLE	PREREQUISITES	SEM
<b>1</b>	AHSS*1000	Microeconomics		F
	BADM*1010	Business Law		F
	BADM*1030	Accounting I		F
	BADM*1040	Marketing		F
	BADM*1100	Business Communications		F
<b>2</b>	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
<b>3</b>	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
<b>4</b>	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
		General Elective		W
<b>5</b>	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
		Restricted Business Elective		F
<b>6</b>	BADM*3160	Corporate Finance	• SCMA*1000 • BADM*3000	W
	BADM*4360	Negotiation in Business	10.0 credits including: • BADM*1100	W
		Restricted Business Elective		W
		Restricted Business Elective		W
		Restricted Business Elective		W

SEMESTER	COURSE CODE	COURSE TITLE	PREREQUISITES	SEM
<b>7</b>	BADM*4000	Business Policy	• 13.0 credits	F
	BADM*4200	Project Management	13.0 credits including: • BADM*2060	F
		Restricted Business Elective		F
		Restricted Business Elective		F
		Restricted Business Elective		F
<b>8</b>	BADM*4340	Leadership in Business	15.0 credits including: • AHSS*1030 • BADM*2050	W
	BADM*4400	Applied Business Study	•15.0 credits	W
		Restricted Business Elective		W
		Restricted Business Elective		W
		Restricted Business Elective		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.

**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*4190	Europe Regional	• 10.0 credits	W
	BADM*4180	Latin America Regional	• 10.0 credits	W
	BADM*4420	Business Management Simulation	15.0 credits including: • BADM*4000	W

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