

Frequently Asked Questions

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 2017, 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. Choose your general electives in subjects that interest you, from the published "Electives" list, under "Course Schedules." It is expected that most students in the program will use their general elective courses to develop knowledge in an area of special interest. 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.

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. In addition, students have the option to take BADM*3500 Business Practicum for additional hours.

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 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.

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), 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 |
| | | General Elective | | 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 |
| | | Restricted Business Elective | | F |
| 6 | 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 |
|----------|-------------|------------------------------|---|-----|
| 7 | 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 |
| 8 | 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 • BADM*1010 | F |
| | BADM*3080 | Professional Selling | • BADM*1010 • BADM*1040 | F |
| | BADM*3200 | Business and Government | • 7.5 credits • AHSS*1010 | F |
| | BADM*3210 | Case Studies in Business Management | • 10.0 credits • 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 | AHSS*1350 | Intercultural Understanding and Communication | | W |
| | BADM*2040 | Customer Service | • 5.0 credits • 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 • AHSS*1000 • AHSS*1010 • BADM*3000 | W |
| | BADM*3240 | Social Media Marketing | • BADM*2020 • BADM*2030 | W |
| | BADM*3270 | Real Estate Finance | • BADM*3000 • BADM*3160 (Co-requisite) | W |
| | BADM*3500 | Business Practicum | 11.0 credits | W |
| | BADM*4120 | Business Consulting | • 10.0 credits • 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 • AHSS*1000 • AHSS*1010 • BADM*3000 | F |
| | BADM*4040 | E-Commerce | • 10.0 credits • 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*4180 | Latin America Regional | • 10.0 credits | F |
| | BADM*4410 | Managing Not-for-Profit Enterprise | • 10.0 credits • BADM*1040 • BADM*2050 | F |
| Semester 8 Restricted Electives | BADM*4050 | Marketing Research Project | • 10.0 credits • 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*4420 | Business Management Simulation | • 15.0 credits • BADM*4000 | W |
| | BADM*4310 | Entrepreneurial Finance | • BADM*3110 • BADM*3160 | 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.

Finance – 3.0 credits (6 courses)

- BADM*3040 International Finance [F]
- BADM*3090 Money, Banking & Finance [W]
- BADM*3200 Business and Government [F]
- BADM*3270 Real Estate Finance [W]
- BADM*4060 Investment Finance [F]
- BADM*4070 Personal Financial Planning [F]
- BADM*4080 Insurance & Risk Management [W]
- BADM*4090 Portfolio Management [W]
- BADM*4310 Entrepreneurial Finance [W]
- BADM*4370 History of Business [F]
- AHSS*3500 International Field Study **[S]

Marketing – 3.0 credits (6 courses)

- BADM*2040 Customer Service [W]
- BADM*3030 Direct Marketing [W]
- BADM*3080 Professional Selling [F]
- BADM*3200 Business and Government [F]
- BADM*3240 Social Media Marketing [W]
- BADM*4040 E-Commerce [F]
- BADM*4050 Marketing Research Project [W]
- BADM*4140 Event Management I [F/W]
- BADM*4160 Event Management II [F/W]
- BADM*4370 History of Business [F]
- BADM*4390 Relationship Marketing [F]
- AHSS*3500 International Field Study **[S]

Management – 3.0 credits (6 courses)

- BADM*3200 Business and Government [F]
- BADM*3210 Case Studies in Business Management [F]
- BADM*4100 Small Business Management [F]
- BADM*4120 Business Consulting [W]
- BADM*4140 Event Management I [F/W]
- BADM*4160 Event Management II [F/W]
- BADM*4370 History of Business [F]
- BADM*4410 Managing Not-for-Profit Enterprise [F]
- BADM*4420 Business Management Simulation [W]
- AHSS*3500 International Field Study **[S]

Unspecialized – Restricted Elective

- BADM*3500 Business Practicum [W]

International Business – 3.0 credits (6 courses)

- BADM*3040 International Finance [F]
- BADM*3060 International Law [F]
- BADM*3140 International Trade [W]
- BADM*3200 Business and Government [F]
- BADM*4120 Business Consulting [W]
- BADM*4170 Asia Pacific – Regional [F]
- BADM*4180 Latin America – Regional [F]
- BADM*4190 Europe – Regional [W]
- BADM*4370 History of Business [F]
- AHSS*1350 Intercultural Understanding and Communication [F/W]
- AHSS*3500 International Field Study **[S]

Small Business Management & Entrepreneurship – 3.0 credits (6 courses)

- BADM*3080 Professional Selling [F]
- BADM*3200 Business and Government [F]
- BADM*3240 Social Media Marketing [W]
- BADM*4100 Small Business Management [F]
- BADM*4110 Planning a Small Business [W]
- BADM*4120 Business Consulting [W]
- BADM*4140 Event Management I [F/W]
- BADM*4160 Event Management II [F/W]
- BADM*4310 Entrepreneurial Finance [W]
- BADM*4370 History of Business [F]
- BADM*4390 Relationship Marketing [F]
- AHSS*3500 International Field Study **[S]

Accounting – 3.0 credits (6 courses)

- BADM*3120 Intermediate Accounting I [W]
- BADM*3130 Intermediate Accounting II [F]
- BADM*3150 Managerial Accounting II [F]
- BADM*4210 Advanced Financial Accounting [W]
- BADM*4220 Taxation I [F]
- BADM*4230 Taxation II [W]
- BADM*4240 Auditing I [W]
- BADM*4250 Accounting Theory [W]
- BADM*4260 Auditing II [F]
- BADM*4270 Auditing III [W]
- BADM*4280 Advanced Managerial Accounting [W]

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.