UNIVERSITY OF GUELPH HUMBER

Program Information and Planning Sheet 2021-2022

Business Administration

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 2020, please consult the Academic Calendar for previous plans.***

What general electives should I take and when should I take them?
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 & 6. 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. You can review previous course outlines to obtain an general overview of the course: https://www.guelphhumber.ca/academic-services/course-outlines. If you are unsure of when to complete a specific course, please see your Academic Advisor for clarification.

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. For more information, please review the following webpage: https://www.guelphhumber.ca/advising/lop

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 are required to complete 100 hours of placement in their last semester with *BADM*4400 - Applied Business Study*. In addition, students have the option to take *BADM*3500 - Business Practicum* for additional hours. If you have any questions about BADM*3500 or BADM*4400, please contact the BBA Placement Coordinator (career@guelphhumber.ca).

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. For peer advising, you can 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*1040	Marketing		F
	BADM*1050	Introduction to Financial Accounting		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*1070	Introduction to International Business		W
	SCMA*1000	Business Statistics		W
3	BADM*2000	Human Resources Management	• 2.0 credits	F
	BADM*2010	Managerial Accounting	• BADM*1050 or BADM*1060	F
	BADM*2020	Consumer Behaviour	• BADM*1040	F
	SCMA*2060	Applied Decision Making Techniques	• 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
	BADM*3000	Finance	5.0 credits, including: • BADM*1030 & BADM*1060 or • BADM*1050	W
		General Elective		W
5	BADM*3110	Entrepreneurial Studies	• 7.5 credits	F
	BADM*3160	Corporate Finance	• SCMA*1000 • BADM*3000	F
	SCMA*3010	Research Methods in Business	• 7.5 credits including: • SCMA*1000	F
		General Elective		F
		Restricted Business Elective		F
6	BADM*4360	Negotiation in Business	• 10.0 credits including: • BADM*1100	W
		General Elective		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*3310	Compensation	• BADM*2000	F
	BADM*3320	Human Resource Planning	• BADM*2000	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	COURSE CODE	COURSE TITLE	PREREQUISITES	SEM
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*3330	Labour Relations	• BADM*2000	W
	BADM*3340	Occupational Health and Safety	• BADM*2000	W
	BADM*3350	Recruitment and Selection	• BADM*2000	W
	BADM*3360	Training and Development	• BADM*2000	W
	BADM*3500	Business Practicum	• 11.0 credit	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
Summer Semester	BADM*3300	Business Workplace Learning	• 12.0 credits	S
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*4300	Business Analytics	SCMA*3010	W
	BADM*4310	Entrepreneurial Finance	• BADM*3110 • BADM*3160	W
	BADM*4420	Business Management Simulation	• 15.0 credits • 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.

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*4300 Business Analytics *[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*4300 Business Analytics *[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*4300 Business Analytics *[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*3300 Business Workplace Learning *[S]*
- ❑ BADM*3310 Compensation *[F]*
- ❑ BADM*3320 Human Resource Planning *[F]*
- ❑ BADM*3330 Labour Relations *[F]*

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*4300 Business Analytics *[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*4300 Business Analytics *[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*4260 Auditing II *[F]*
- ❑ BADM*4280 Advanced Managerial Accounting *[W]*
- ❑ BADM*4300 Business Analytics *[W]*

Unspecialized – Restricted Elective

- ❑ BADM*3340 Occupational Health & Safety *[W]*
- ❑ BADM*3350 Recruitment and Selection *[W]*
- ❑ BADM*3360 Training and Development *[W]*
- ❑ BADM*3500 Business Practicum *[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.