

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) - Restricted Business Electives (please see Page 4 for full list)
- 2.0 credits (4 courses) - General Electives (non business courses)

Each course in the Business Program has a credit value of 0.5, with the exception of *BADM*3300*

****Note: This program plan is only valid for students who have started their program in 2022, 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. General Elective courses can qualify for the Credit/No Credit Grading Option. For more information, please review the Academic Calendar.

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*3300 – Business Workplace Learning (420 hours)* **or** *BADM*3500 - Business Practicum (200 hours)* for additional hours. If you have any questions about *BADM*3300*, *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, please visit: <https://www.guelphhumber.ca/advising/advisors..> 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 | OFFERING |
|----------|-------------|--|---|----------|
| 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 | | 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 | OFFERING |
|----------|-------------|------------------------------|--|----------|
| 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 | OFFERING |
|---|---------------------|---|---|----------|
| Semester 5 Fall 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*3400 | Introduction to Business Analytics | • SCMA*2000 or SCMA*2060 | 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 Winter 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*3410 | Programming for Analytics | • BADM*3400 or BADM*4300 | 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 (1.0 credit) | • 12.0 credits | S |
| Semester 7 Fall 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 |

| | | | | |
|---|-----------|------------------------------------|---|---|
| Semester 7 continued... | 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 Winter 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*4310 | Entrepreneurial Finance | • BADM*3110 • BADM*3160 | W |
| | BADM*4420 | Business Management Simulation | • 15.0 credits • BADM*4000 | W |

Designation Information – Undergraduate Course Requirements

| CPA | CORE | RESTRICTED BUSINESS ELECTIVE |
|---|--|--|
| Chartered Professional Accountant (CPA) Undergraduate Course Requirements Note: Please see Accounting Program Plan for detailed academic path | <input type="checkbox"/> BADM*1010 – Business Law [F] <input type="checkbox"/> BADM*1020 - Business Information Systems [W] <input type="checkbox"/> BADM*1050 - Introduction to Financial Accounting [F] <i>(formerly BADM*1030 - Accounting I & BADM*1060 - Accounting II)</i> <input type="checkbox"/> BADM*2010 - Managerial Accounting [F] <input type="checkbox"/> AHSS*1000 - Microeconomics [F] <input type="checkbox"/> AHSS*1010 - Macroeconomics [W] <input type="checkbox"/> SCMA*1000 - Business Statistics [W] <input type="checkbox"/> SCMA*2060 - Applied Decision Making Techniques [F] <i>(formerly SCMA*2000 - Quantitative Methods in Business)</i> Grading Requirements: Minimum grade 50% in each course <input type="checkbox"/> BADM*3000 - Finance [W] <input type="checkbox"/> BADM*3160 - Corporate Finance [F] <input type="checkbox"/> BADM*4000 - Business Policy [F] Grading Requirements: Minimum grade 60% in each course, 65% overall | <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*4280 - Advanced Managerial Accounting [W] Grading Requirements: Minimum grade 60% in each course, 65% overall |
| CHRP & CHRL | CORE | RESTRICTED BUSINESS ELECTIVE |
| Certified Human Resources Leader/ Professional (CHRL/CHRP) Undergraduate Course Requirements | <input type="checkbox"/> BADM*1050 - Introduction to Financial Accounting [F] <i>(formerly BADM*1030 - Accounting I & BADM*1060 - Accounting II)</i> <input type="checkbox"/> BADM*2010 - Managerial Accounting [F] <input type="checkbox"/> BADM*2000 - Human Resources Management [F] <input type="checkbox"/> AHSS*1030 - Intro to Organizational Behaviour [W] Grading Requirements: 70% overall, 65% minimum per course | <input type="checkbox"/> BADM*3310 - Compensation [F] <input type="checkbox"/> BADM*3320 - Human Resource Planning [F] <input type="checkbox"/> BADM*3330 - Labour Relations [F] <input type="checkbox"/> BADM*3340 - Occupational Health & Safety [W] <input type="checkbox"/> BADM*3350 - Recruitment and Selection [W] <input type="checkbox"/> BADM*3360 - Training and Development [W] Grading Requirements: 70% overall, 65% minimum per course |

Disclaimer: These courses have been outlined as required courses for the designations above. This course list is not a degree requirement mandated by the University of Guelph-Humber and should be used as a guide for students looking to pursue a designation after graduation. Please note, at any time these requirements can change without notice. Students are encouraged to confirm these requirements with the appropriate designating body. The University of Guelph-Humber will not be responsible for any course revisions made by the designating bodies after publication (as of May 2021).

Chartered Professional Accountant (CPA): <https://www.cpaontario.ca/>

Human Resources Professional Association (HRPA): <https://www.hrpa.ca/>

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*3400 Introduction to Business Analytics [F]
- 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*3400 Introduction to Business Analytics [F]
- 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*3400 Introduction to Business Analytics [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*3300 Business Workplace Learning [S]
- BADM*3310 Compensation [F]
- BADM*3320 Human Resource Planning [F]
- BADM*3330 Labour Relations [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*3400 Introduction to Business Analytics [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*3400 Introduction to Business Analytics [F]
- 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*3400 Introduction to Business Analytics [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]

Unspecialized – Restricted Elective

- BADM*3340 Occupational Health & Safety [W]
- BADM*3350 Recruitment and Selection [W]
- BADM*3360 Training and Development [W]
- BADM*3410 Programming for Analytics [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.