

**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 2024, 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](mailto: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](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	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	Operation Management	• 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
<b>7</b>	BADM*4000	Business Strategy	• 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	OFFERING
<b>Semester 5</b> <b>Fall</b> <b>Restricted Electives</b>	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
<b>Semester 6</b> <b>Winter</b> <b>Restricted Electives</b>	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*3100	Applied Case Studies in Business Management	• 10.0 credits • BADM*1100	
	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
<b>Summer Semester</b>	BADM*3300	Business Workplace Learning (1.0 credit)	• 12.0 credits	S
<b>Semester 7</b> <b>Fall</b> <b>Restricted Electives</b>	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

<b>Semester 7 continued...</b>	BADM*4180	Latin America Regional	• 10.0 credits	F
	BADM*4410	Managing Not-for-Profit Enterprise	• 10.0 credits • BADM*1040 • BADM*2050	F
<b>Semester 8  Winter Restricted Electives</b>	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
<b>Chartered Professional Accountant (CPA)</b>  Undergraduate Course Requirements  <b>Note:</b> Please see Accounting Program Plan for detailed academic path	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>BADM*1010</b> – Business Law [F]</li> <li><input type="checkbox"/> <b>BADM*1020</b> - Business Information Systems [W]</li> <li><input type="checkbox"/> <b>BADM*1050</b> - Introduction to Financial Accounting [F] (formerly <i>BADM*1030 - Accounting I</i> &amp; <i>BADM*1060 - Accounting II</i>)</li> <li><input type="checkbox"/> <b>BADM*2010</b> - Managerial Accounting [F]</li> <li><input type="checkbox"/> <b>AHSS*1000</b> - Microeconomics [F]</li> <li><input type="checkbox"/> <b>AHSS*1010</b> - Macroeconomics [W]</li> <li><input type="checkbox"/> <b>SCMA*1000</b> - Business Statistics [W]</li> <li><input type="checkbox"/> <b>SCMA*2060</b> - Applied Decision Making Techniques [F] (formerly <i>SCMA*2000 - Quantitative Methods in Business</i>)</li> </ul> <p>Grading Requirements: Minimum grade 50% in each course</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>BADM*3000</b> - Finance [W]</li> <li><input type="checkbox"/> <b>BADM*3160</b> - Corporate Finance [F]</li> <li><input type="checkbox"/> <b>BADM*4000</b> - Business Policy [F]</li> </ul> <p>Grading Requirements: Minimum grade 60% in each course, 65% overall</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>BADM*3120</b> - Intermediate Accounting I [W]</li> <li><input type="checkbox"/> <b>BADM*3130</b> - Intermediate Accounting II [F]</li> <li><input type="checkbox"/> <b>BADM*3150</b> - Managerial Accounting II [F]</li> <li><input type="checkbox"/> <b>BADM*4210</b> - Advanced Financial Accounting [W]</li> <li><input type="checkbox"/> <b>BADM*4220</b> - Taxation I [F]</li> <li><input type="checkbox"/> <b>BADM*4230</b> - Taxation II [W]</li> <li><input type="checkbox"/> <b>BADM*4240</b> - Auditing I [W]</li> <li><input type="checkbox"/> <b>BADM*4280</b> - Advanced Managerial Accounting [W]</li> </ul> <p>Grading Requirements: Minimum grade 60% in each course, 65% overall</p>
CHRP & CHRL	CORE	RESTRICTED BUSINESS ELECTIVE
<b>Certified Human Resources Leader/ Professional (CHRL/CHRP)</b>  Undergraduate Course Requirements	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>BADM*1050</b> - Introduction to Financial Accounting [F] (formerly <i>BADM*1030 - Accounting I</i> &amp; <i>BADM*1060 - Accounting II</i>)</li> <li><input type="checkbox"/> <b>BADM*2010</b> - Managerial Accounting [F]</li> <li><input type="checkbox"/> <b>BADM*2000</b> - Human Resources Management [F]</li> <li><input type="checkbox"/> <b>AHSS*1030</b> - Intro to Organizational Behaviour [W]</li> </ul> <p>Grading Requirements: 70% overall, 65% minimum per course</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>BADM*3310</b> - Compensation [F]</li> <li><input type="checkbox"/> <b>BADM*3320</b> - Human Resource Planning [F]</li> <li><input type="checkbox"/> <b>BADM*3330</b> - Labour Relations [F]</li> <li><input type="checkbox"/> <b>BADM*3340</b> - Occupational Health &amp; Safety [W]</li> <li><input type="checkbox"/> <b>BADM*3350</b> - Recruitment and Selection [W]</li> <li><input type="checkbox"/> <b>BADM*3360</b> - Training and Development [W]</li> </ul> <p>Grading Requirements: 70% overall, 65% minimum per course</p>

**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]

### **Human Resources – 3.0 credits (6 courses)**

- ☐ BADM\*3310 Compensation [F]
- ☐ BADM\*3320 Human Resource Planning [F]
- ☐ BADM\*3330 Labour Relations [W]
- ☐ BADM\*3340 Occupational Health & Safety [W]
- ☐ BADM\*3350 Recruitment and Selection [W]
- ☐ BADM\*3360 Training and Development [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 [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\*3100 Applied Case Studies in Business Management [W]
- ☐ BADM\*3300 Business Workplace Learning [S]
- ☐ 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.