

### 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 2024, please consult the Academic Calendar for previous plans.**

### Does the University of Guelph-Humber meet the Chartered Professional Accountants of Ontario Professional Education Program prerequisite requirement?

This planning document is applicable for students considering a career as a CPA and meets the CPA requirement for admission into the Professional Education Program (PEP). These prerequisites include an undergraduate degree and specific subject area coverage, found by visiting <https://www.cpaontario.ca/students/prerequisite-preparatory-courses/academic-prerequisites-post-secondary>. In addition to your undergraduate degree, students wishing to achieve the CPA designation will be required to complete additional courses post-graduation with CPA Ontario.

***The requirements of the CPA are subject to change at any time. It is the responsibility of the student to remain informed about CPA admission requirements and course standards. Transfer students are strongly encouraged to confirm the process for determining credit for courses completed at more than one post-secondary institution.***

### What general electives should I take and when should I take them?

Choose your general electives in subjects that interest you, from the published "Electives" list, under "Course Schedules." 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. 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 collaboration 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 in advance of course selection dates to confirm their schedule.

### 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 email [advisors@guelphhumber.ca](mailto: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](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. Please note that this document is subject to change.**

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		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
Restricted Electives	BADM*3120	Intermediate Accounting I	• BADM*1060 or BADM*1050 • BADM*2010	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 Electives	BADM*3130	Intermediate Accounting II	• BADM*3120	F
6	BADM*4360	Negotiation in Business	• 10.0 credits including: • BADM*1100	W
		General Elective		W
		Restricted Business Elective		W
Restricted Electives	BADM*4210	Advanced Financial Accounting	• BADM*3130	W
	BADM*4240	Auditing I	• BADM*3130 • SCMA*1000	W

SEMESTER	COURSE CODE	COURSE TITLE	PREREQUISITES	SEM
7	BADM*4000	Business Strategy	• 13.0 credits	F
	BADM*4200	Project Management	13.0 credits including: • BADM*2060	F
Restricted Electives		Restricted Business Elective		F
	BADM*3150	Managerial Accounting II	• BADM*2010 • SCMA*1000	F
	BADM*4220	Taxation I	• BADM*3120	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 Electives		General Elective		W
	BADM*4230	Taxation II	• BADM*4220	W
	BADM*4280	Advanced Managerial Accounting	• BADM*3150	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.

### CPA Undergraduate Course Requirements

CPA Preparatory Courses Non-Core Prerequisites <i>(Minimum grade 50% in each course)</i>	CPA Preparatory Courses Core Prerequisites <i>(Minimum grade 60% in each course &amp; 65% average across all core courses)</i>
BADM 1050 Introduction to Financial Accounting BADM 2010 Managerial Accounting AHSS 1000 Microeconomics AHSS 1010 Macroeconomics SCMA 1000 Business Statistics SCMA 2060 Applied Decision Making Techniques BADM 1010 Business Law BADM 1020 Business Information Systems	BADM 3000 Finance BADM 3160 Corporate Finance BADM 4000 Business Policy BADM 3120 Intermediate Accounting I BADM 3130 Intermediate Accounting II BADM 3150 Managerial Accounting II BADM 4210 Advanced Financial Acct. BADM 4220 Taxation I BADM 4230 Taxation II BADM 4240 Auditing I BADM 4280 Advanced Managerial Accounting

\*Course equivalencies above are set by the CPA and subject to change at any time. Please visit [cpaontario.ca](http://cpaontario.ca) for current information.

### Accounting Restricted Electives by Semester

SEMESTER	COURSE CODE	COURSE TITLE	PREREQUISITES	SEM
Semester 4 Restricted Electives	BADM*3120	Intermediate Accounting I	• BADM*1060 or BADM*1050 • BADM*2010	W
	BADM*3130	Intermediate Accounting II	• BADM*3120	F
Semester 6 Restricted Electives	BADM*4210	Advanced Financial Accounting	• BADM*3130	W
	BADM*4240	Auditing I	• BADM*3130 • SCMA*1000	W
Semester 7 Restricted Electives	BADM*3150	Managerial Accounting II	• BADM*2010 • SCMA*1000	F
	BADM*4220	Taxation I	• BADM*3120	F
	BADM*4260	Auditing II	• BADM*4240	F
Semester 8 Restricted Electives	BADM*4230	Taxation II	• BADM*4220	W
	BADM*4280	Advanced Managerial Accounting	• BADM*3150	W

### Area of Emphasis Courses / Restricted Business Electives – 5.0 credits (10 courses) are required

SEMESTER	COURSE CODE	COURSE TITLE	PREREQUISITES	OFFERING
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*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	COURSE CODE	COURSE TITLE	PREREQUISITES	OFFERING
<b>Semester 6</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*3040	International Finance	• 10.0 credits • AHSS*1000 • AHSS*1010 • BADM*3160	W
	BADM*3090	Money, Banking & Finance	• BADM*1010 • BADM*3000	W
	BADM*3100	Applied Case Studies in Business Management	• 10.0 credits • BADM*1100	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	
<b>Summer Semester</b>	BADM*3300	Business Workplace Learning	• 12.0 credits	S
<b>Semester 7</b> <b>Restricted Electives</b>	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
<b>Semester 8</b> <b>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

## **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 [W]
- 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\*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 [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.