

# Business Administration

## program information & planning sheet

UNIVERSITY OF  
**GUELPH**  
HUMBER

Important Information 2024-2025

### 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 Core Courses
- **5.0 credits** / 10 Restricted Business Courses (please see pages 6-7 for full list)
- **2.0 credits** / 4 General Electives (non business courses)

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

### 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 **Specialization**?

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 specialization**. Students are not required to declare a specialization and may choose to take courses from several different subject areas.

### Where can I go for **more information**?

Visit your Academic Advisor, **Kelsey Orlando (A-K)** or **Hilton Lieu (L-Z)** in GH108 during office hours. Call 416.798.1331 x6288 to speak with the front desk, or email your questions to [advisors@guelphhumber.ca](mailto:advisors@guelphhumber.ca). You can also use our online booking system at <https://www.guelphhumber.ca/advising/advisors>

For more support, visit the **Learning Support Peers (LSPs)** in the Learning Commons or email them at [lsp@guelphhumber.ca](mailto:lsp@guelphhumber.ca).

Visit our **Frequently Asked Questions** webpage for more information on Course Selection and Enrollment, Degree Requirements, Academic Consideration/Accommodations, Academic Standing, and Academic Resources.



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**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 Academic Calendar at [www.guelphhumber.ca](http://www.guelphhumber.ca)) will serve as the official record.

# Semester 1 / **Fall**

Course Code	Course Name	Prerequisites	Credit
AHSS*1000	Microeconomics		0.5
BADM*1010	Business Law		0.5
BADM*1040	Marketing		0.5
BADM*1050	Introduction to Financial Accounting		0.5
BADM*1100	Business Communications		0.5

# Semester 2 / **Winter**

Course Code	Course Name	Prerequisites	Credit
AHSS*1010	Macroeconomics	AHSS*1000	0.5
AHSS*1030	Introduction to Organizational Behaviour		0.5
BADM*1020	Business Information Systems		0.5
BADM*1070	Introduction to International Business		0.5
SCMA*1000	Business Statistics		0.5

# Semester 3 / Fall

Course Code	Course Name	Prerequisites	Credit
BADM*2000	Human Resources Management		0.5
BADM*2010	Managerial Accounting	BADM*1050 or BADM*1060	0.5
BADM*2020	Consumer Behaviour	BADM*1040	0.5
SCMA*2060	Applied Decision Making Techniques	SCMA*1000	0.5
	General Elective		0.5

# Semester 4 / Winter

Course Code	Course Name	Prerequisites	Credit
BADM*2030	Advertising in Business	5.0 credits, including: BADM*1040	0.5
BADM*2050	Ethics & Values in Business	5.0 credits, including: BADM*1100	0.5
BADM*2060	Operations Management	5.0 credits, including: SCMA*1000	0.5
BADM*3000	Finance	5.0 credits, including: BADM*1030 & BADM*1060 or BADM*1050	0.5
	General Elective		0.5

# Semester 5 / Fall

Course Code	Course Name	Prerequisites	Credit
BADM*3110	Entrepreneurial Studies	7.5 credits	0.5
BADM*3160	Corporate Finance	SCMA*1000 & BADM*3000	0.5
SCMA*3010	Research Methods in Business	7.5 credits including: SCMA*1000	0.5
	General Elective		0.5
	Restricted Business Elective		0.5

# Semester 6 / Winter

Course Code	Course Name	Prerequisites	Credit
BADM*4360	Negotiation in Business	10.0 credits, including: BADM*1100	0.5
	General Elective		0.5
	Restricted Business Elective		0.5
	Restricted Business Elective		0.5
	Restricted Business Elective		0.5

# Semester 7 / Fall

Course Code	Course Name	Prerequisites	Credit
BADM*4000	Business Strategy	13.0 credits	0.5
BADM*4200	Project Management	13.0 credits including: BADM*2060	0.5
	Restricted Business Elective		0.5
	Restricted Business Elective		0.5
	Restricted Business Elective		0.5

# Semester 8 / Winter

Course Code	Course Name	Prerequisites	Credit
BADM*4340	Leadership in Business	15.0 credits, including: AHSS*1030 & BADM*2050	0.5
BADM*4400	Applied Business Study	15.0 credits	0.5
	Restricted Business Elective		0.5
	Restricted Business Elective		0.5
	Restricted Business Elective		0.5

\*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.

# Fall / Restricted Business Electives

5.0 credits ( 10 courses ) are required

Course Code	Course Name	Prerequisites
BADM*3040	International Finance	10.0 credits including: AHSS*1000 & AHSS*1010 & BADM*3000
BADM*3060	International Law	7.5 credits including: BADM*1010
BADM*3080	Professional Selling	BADM*1010, BADM*1040
BADM*3200	Business and Government	7.5 credits including: AHSS*1010
BADM*3210	Case Studies in Business Management	10.0 credits including: BADM*1100
BADM*3310	Compensation	BADM*2000
BADM*3320	Human Resource Planning	BADM*2000
BADM*3400	Introduction to Business Analytics	SCMA*2000 or SCMA*2060
BADM*4040	E-Commerce	10.0 credits including: BADM*1020 & BADM*1040
BADM*4060	Investment Finance	SCMA*1000 & BADM*3160
BADM*4070	Personal Financial Planning	BADM*3000
BADM*4100	Small Business Management	BADM*3110
BADM*4140	Event Management I	BADM*1010 & BADM*2030
BADM*4160	Event Management II	BADM*4140
BADM*4170	Asia Pacific Regional	10.0 credits
BADM*4180	Latin America Regional	10.0 credits
BADM*4370	History of Business	7.5 credits
BADM*4390	Relationship Marketing	BADM*1040 & BADM*2020
BADM*4410	Managing Not-for-Profit Enterprise	10.0 credits including: BADM*1040 & BADM*2050

# Summer / Restricted Business Electives

5.0 credits ( 10 courses ) are required

Course Code	Course Name	Prerequisites
BADM*3300	Business Workplace Learning ( 1.0 credit )	12.0 credits

# Winter / Restricted Business Electives

5.0 credits ( 10 courses ) are required

Course Code	Course Name	Prerequisites
AHSS*1350	Intercultural Understanding and Communication	
BADM*2040	Customer Service	5.0 credits including: BADM*1040
BADM*3030	Direct Marketing	BADM*1040 & BADM*2020
BADM*3090	Money, Banking & Finance	BADM*1010 & BADM*3000
BADM*3100	Applied Case Studies in Business Management	10.0 credits including: BADM*1100
BADM*3140	International Trade	10.0 credits including: AHSS*1000 & AHSS*1010 & BADM*3000
BADM*3240	Social Media Marketing	BADM*2020 & BADM*2030
BADM*3270	Real Estate Finance	BADM*3000, Co-requisite: BADM*3160
BADM*3330	Labour Relations	BADM*2000
BADM*3340	Occupational Health and Safety	BADM*2000
BADM*3350	Recruitment and Selection	BADM*2000
BADM*3360	Training and Development	BADM*2000
BADM*3410	Programming for Analytics	BADM*3400 or BADM*4300
BADM*3500	Business Practicum	11.0 credits
BADM*4050	Marketing Research Project	10.0 credits including: BADM*1040 & SCMA*3010
BADM*4080	Insurance & Risk Management	10.0 credits
BADM*4090	Portfolio Management	BADM*3160 & BADM*4060
BADM*4110	Planning a Small Business	BADM*3110
BADM*4120	Business Consulting	10.0 credits including: BADM*1100
BADM*4140	Event Management I	BADM*1010 & BADM*2030
BADM*4160	Event Management II	BADM*4140
BADM*4190	Europe Regional	10.0 credits
BADM*4310	Entrepreneurial Finance	BADM*3110 & BADM*3160
BADM*4420	Business Management Simulation	15.0 credits including: BADM*4000

# Designation Information

## CPA / Chartered Professional Accountant Undergraduate Course Requirements

### Core Courses

- BADM\*1010 / Business Law ( F )
- BADM\*1020 / Business Information Systems ( W )
- BADM\*1050 / Introduction to Financial Accounting ( F )
- BADM\*2010 / Managerial Accounting ( F )
- AHSS\*1000 / Microeconomics ( F )
- AHSS\*1010 / Macroeconomics ( W )
- SCMA\*1000 / Business Statistics ( W )
- SCMA\*2060 / Applied Decision Making Techniques ( F )

**Grading Requirements:** Minimum grade 50% in each course

- BADM\*3000 / Finance ( W )
- BADM\*3160 / Corporate Finance ( F )
- BADM\*4000 / Business Policy ( F )

**Grading Requirements:** Minimum grade 60% in each course, 65% overall

### Restricted Business Electives

- 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\*4280 / Applied Advanced Managerial Accounting ( W )

**Grading Requirements:** Minimum grade 60% in each course, 65% overall

**Note:** Please see Accounting Program Plan for detailed academic path.

## CHRL/P / Certified Human Resources Leader/Professional - Undergraduate Course Requirements

### Core Courses

- BADM\*1050 / Introduction to Financial Accounting ( F )
- BADM\*2010 / Managerial Accounting ( F )
- BADM\*2000 / Human Resources Management ( F )
- AHSS\*1030 / Intro to Organizational Behaviour ( W )

**Grading Requirements:** Minimum grade 70% in each course, 65% overall

### Restricted Business Electives

- 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 )

**Grading Requirements:** Minimum grade 70% in each course, 65% overall

**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/>



# Specialization Checklist and Restricted Business Electives

To be eligible for a Specialization, 3.0 credits (6 courses) of your **5.0 credits (10 courses)** must be from one specific area to declare a Specialization. This would be noted on the Humber Parchment and the University of Guelph-Humber Transcript. A Specialization Declaration form must be submitted to the Academic Advisor prior to your 7th semester.

**(F)** Fall **(S)** Summer **(W)** Winter

## **FIN** / Finance

- 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) \*

## **IB** / International Business

- 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 (F)
- 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) \*

## **MKTG** / Marketing

- 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) \*

## **SBME** / Small Business Management & Entrepreneurship

- 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) \*

## **ACCT** / Accounting

- 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)

## **MGMT** / Management

- 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) \*

## **HR** / Human Resources

- 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)

## 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 a Specialization credit, the course must be delivered by the BBA Program. The Research Paper must reflect the Specialization and students will require previous consent from the BBA Chair.