

2019-2020 Guelph-Humber Calendar

The information published in this University of Guelph-Humber Calendar outlines the rules, regulations, curricula, programs and fees for the 2019-2020 academic year, including Summer Semester 2019, Fall Semester 2019 and Winter Semester 2020.

For your convenience the Guelph-Humber Calendar is available in PDF format.

If you wish to link to the Guelph-Humber Calendar please refer to the Linking Guidelines.

The University of Guelph is a full member of:

- Universities Canada

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Revision Information:

Date	Description
April 8,2019	Initial Publication
July 19,2019	Second Publication

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Disclaimer

University of Guelph-Humber

The information published in this Calendar outlines the rules, regulations, curricula, programs and fees for the 2019-2020 academic year, including the Summer Semester 2019, the Fall Semester 2019, and the Winter Semester 2020.

The University reserves the right to change without notice any information contained in this calendar, including fees, any rule or regulation pertaining to the standards for admission to, the requirements for the continuation of study in, and the requirements for the granting of degrees or diplomas in any or all of its programs. The publication of information in this calendar does not bind the University to the provision of courses, programs, schedules of studies, or facilities as listed herein.

The University will not be liable for any interruption in, or cancellation of, any academic activities as set forth in this calendar and related information where such interruption is caused by fire, strike, lock-out, inability to procure materials or trades, restrictive laws or governmental regulations, actions taken by faculty, staff or students of the University or by others, civil unrest or disobedience, public health emergencies, or any other cause of any kind beyond the reasonable control of the University.

In the event of a discrepancy between a print version (downloaded) and the Web version, the Web version will apply.

Published by: Enrolment Services

Editor: G. Kerr, Campus Registrar (Guelph-Humber) & J. Gustavel, Department Head, Academic Services (Guelph-Humber)

Introduction

Collection, Use and Disclosure of Personal Information

Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) <https://www.ontario.ca/laws/statute/90f31>. This information is used by University officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes. Certain personal information is disclosed to external agencies, including the Ontario Universities Application Centre, the Ministry of Training, Colleges and Universities, and Statistics Canada, for statistical and planning purposes, and is disclosed to other individuals or organizations in accordance with the Office of Registrar Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrar Services at the University at (519) 824-4120 or see <http://www.uoguelph.ca/registrar/registrar/index.cfm?index>.

Disclosure of Personal Information to the Ontario Ministry of Training, Colleges and Universities

The University of Guelph is required to disclose personal information such as characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The Ministry collects this data for purposes including but not limited to planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions.

Amendments made to the Ministry of Training, Colleges and Universities Act, authorizing the collection and use of personal information from colleges and universities by the Minister of Training, Colleges and Universities, which were set out in Schedule 5 of the Childcare Modernization Act, 2014, came into force on March 31, 2015.

The amendments strengthen the ability of the Minister to directly or indirectly collect and use personal information about students as required to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training, including,

- i. understanding the transition of students from secondary school to post-secondary education and training,
- ii. understanding student participation and progress, mobility and learning and employment outcomes,
- iii. understanding linkages among universities, colleges, secondary schools and other educational and training institutions prescribed by regulation,
- iv. understanding trends in post-secondary education or training program choices made by students,
- v. understanding sources and patterns of student financial resources, including financial assistance and supports provided by government and post-secondary educational and training institutions,
- vi. planning to enhance the affordability and accessibility of post-secondary education and training and the quality and effectiveness of the post-secondary sector,
- vii. identifying conditions or barriers that inhibit student participation, progress, completion and transition to employment or future post-secondary educational or training opportunities, and
- viii. developing key performance indicators.

Information that the University is required to provide includes but is not limited to: first, middle and last name, Ontario Educational Number, citizenship, date of birth, gender, first three digits of a student's postal code, mother tongue, degree program and major(s) in which the student is enrolled, year of study and whether the student has transferred from another institution.

Further information on the collection and use of student-level enrolment-related data can be obtained from the Ministry of Training, Colleges and Universities website: <https://www.ontario.ca/page/ministry-training-colleges-universities> (English) or <https://www.ontario.ca/fr/page/ministere-de-la-formation-et-des-colleges-et-universites> (French) or by writing to the Director, Postsecondary Finance and Information Management Branch, Postsecondary Education Division, 7th Floor, Mowat Block, 900 Bay Street, Toronto, ON M7A 1L2.

An update on Institutional and Ministry of Training, Colleges and Universities Act Notice of Disclosure Activities is posted at <https://www.ontario.ca/page/ministry-training-colleges-universities>

Frequently Asked Questions related to the Ministry's enrolment and OEN data activities are also posted at: <http://www.edu.gov.on.ca/eng/document/brochure/oen/index.html>

Authority to Disclose Personal Information to Statistics Canada

The Ministry of Training, Colleges and Universities discloses student-level enrolment-related data it collects from the colleges and universities as required by Statistics Canada in accordance with Section 13 of the Federal Statistics Act. This gives Ministry of Training, Colleges and Universities Act authority to disclose personal information in accordance with s. 42(1) (e) of FIPPA

Notification of Disclosure of Personal Information to Statistics Canada

For further information, please see the Statistics Canada's web site at <http://www.statcan.ca> and Section XIV Statistics Canada.

Address for University Communication

Depending on the nature and timing of the communication, the University may use one of these addresses to communicate with students. Students are, therefore, responsible for checking all of the following on a regular basis:

Email Address

The University issued email address is considered an official means of communication with the student and will be used for correspondence from the University. Students are responsible for monitoring their University-issued email account regularly. See Section I--Statement of Students' Academic Responsibilities for more information.

Home Address

Students are responsible for maintaining a current mailing address with the University. Address changes can be made, in writing, through Enrolment Services.

Name Changes

The University of Guelph is committed to the integrity of its student records, therefore, each student is required to provide either on application for admission or on personal data forms required for registration, their complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

Student Confidentiality and Release of Student Information Policy Excerpt

The University undertakes to protect the privacy of each student and the confidentiality of their record. To this end the University shall refuse to disclose personal information to any person other than the individual to whom the information relates where disclosure would constitute an unjustified invasion of the personal privacy of that person or of any other individual. All members of the University community must respect the confidential nature of the student information which they acquire in the course of their work.

Complete policy at <https://uoguelph.civicweb.net/document/68892/ORSInfoReleasePolicy060610.pdf?handle=FF982F8A9AEA4076BE4F3D88147172B8>.

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Bachelor of Business Administration - Diploma in Business Administration

The Business Administration program is of an interdisciplinary nature drawing, on appropriate courses in the humanities and social sciences. The program is designed to give students a broad exposure to the basic business disciplines (e.g. economics, accounting, finance, marketing etc) and a sound professional management education while allowing students to focus on specific industry sectors by selecting an "area of emphasis" in the upper two years of study. The early semesters are devoted to instruction in the basic disciplines while the later semesters are devoted to more professional studies.

Students are required to complete 13.00 core business credits, 5.00 restricted elective credits and 2.00 general elective credits in order to be eligible for graduation. Students must complete these requirements in order to be eligible to graduate with both the university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

Conditions for Graduation

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit a request for Academic Consideration to the Academic Review Sub-Committee.

Areas of Emphasis

International Business

Studies in this area focus on conducting business within the global economy and include courses in International Trade, International Law, and the business practices of the Asia Pacific, Europe, and Latin America regions. In order to obtain recognition for an area of emphasis, students must take at least 3.00 credits from the listing in that area. Only one area of emphasis can be declared.

Finance

This area of emphasis provides students with an understanding of money-management and financial management practices. Courses include Investment Finance, Personal Financial Planning, and Real Estate Finance. In order to obtain recognition for an area of emphasis, students must take at least 3.00 credits from the listing in that area. Only one area of emphasis can be declared.

Accounting

The courses in accounting will allow students to gain a deeper understanding of accounting practices and the various practical skills required in the field. Accounting courses include Managerial Accounting, Taxation, and Auditing. Chartered Professional Accountants (CPA) Ontario recognizes the University of Guelph-Humber's accounting courses as meeting the requirements of the prerequisite education for CPA candidacy. In order to obtain recognition for an area of emphasis, students must take at least 3.00 credits from the listing in that area. Only one area of emphasis can be declared. Students wishing to obtain a CPA designation should consult with that designating bodies body as well as the Business Academic Advisor, regarding the courses that are required.

Marketing

Students will apply knowledge of the business world to explore how product, price, promotion, and distribution frameworks are used to satisfy consumer needs and achieve organizational objectives. Courses include Professional Selling, E-Commerce, and Social Media Marketing. In order to obtain recognition for an area of emphasis, students must take at least 3.00 credits from the listing in that area. Only one area of emphasis can be declared.

Management

The management area of emphasis is designed to equip students with a theoretical and practical understanding of the challenges involved in running enterprises of various kinds. Students learn about the management of large and small businesses, for-profit and not-for-profit organizations, as well as the concepts and techniques relevant to the execution of special events and the provision of management consulting services. Within this area, students also have the opportunity of putting the practice of management into historical context and acquiring insight into the interactions between business and government. In order to obtain recognition for an area of emphasis, students must take at least 3.00 credits from the listing in that area. Only one area of emphasis can be declared.

Small Business Management and Entrepreneurship

Students will explore crucial strategies for initiating and maintaining a successful small business in today's marketplace. The range of courses include Business Consulting, Event Management, Planning a Small Business and Entrepreneurial Finance. In order to obtain recognition for an area of emphasis, students must take at least 3.00 credits from the listing in that area. Only one area of emphasis can be declared.

Schedule of Studies

Note: All courses are weighted 0.50 credits unless noted otherwise.

Semester 1

AHSS*1000	[0.50]	Microeconomics
BADM*1100	[0.50]	Business Communications
BADM*1010	[0.50]	Business Law
BADM*1030	[0.50]	Accounting I
BADM*1040	[0.50]	Marketing

Semester 2

AHSS*1010	[0.50]	Macroeconomics
AHSS*1030	[0.50]	Introduction to Organizational Behaviour
BADM*1020	[0.50]	Business Information Systems
BADM*1060	[0.50]	Accounting II
SCMA*1000	[0.50]	Business Statistics

Semester 3

BADM*2000	[0.50]	Human Resources Management
BADM*2010	[0.50]	Managerial Accounting
BADM*2020	[0.50]	Consumer Behaviour
SCMA*2000	[0.50]	Quantitative Methods in Business
0.50 elective		

Semester 4

BADM*2030	[0.50]	Advertising in Business
BADM*2050	[0.50]	Ethics and Values in Business
BADM*2060	[0.50]	Business Logistics
BADM*3000	[0.50]	Finance
0.50 electives or (0.50 restricted electives if in Accounting)		

Semester 5

BADM*3110	[0.50]	Entrepreneurial Studies
BADM*3160	[0.50]	Corporate Finance
SCMA*3010	[0.50]	Research Methods in Business
0.50 electives		
0.50 restricted electives		

Semester 6

BADM*4360	[0.50]	Negotiation in Business
0.50 electives		
1.50 restricted electives		

Semester 7

BADM*4000	[0.50]	Business Policy
BADM*4200	[0.50]	Project Management
1.50 restricted electives		

Semester 8

BADM*4340	[0.50]	Leadership in Business
BADM*4400	[0.50]	Applied Business Study
1.50 restricted electives or 1.00 restricted electives and 0.50 general electives, if in Accounting		

Restricted Electives

BADM*3500	[0.50]	Business Practicum
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International Business

AHSS*1350	[0.50]	Intercultural Understanding and Communication
BADM*3040	[0.50]	International Finance
BADM*3060	[0.50]	International Law
BADM*3140	[0.50]	International Trade
BADM*3200	[0.50]	Business and Government
BADM*4120	[0.50]	Business Consulting
BADM*4170	[0.50]	Asia Pacific - Regional
BADM*4180	[0.50]	Latin America - Regional
BADM*4190	[0.50]	Europe - Regional
BADM*4300	[0.50]	Business Analytics
BADM*4370	[0.50]	History of Business

Marketing

BADM*2040	[0.50]	Customer Service
BADM*3030	[0.50]	Direct Marketing
BADM*3080	[0.50]	Professional Selling
BADM*3200	[0.50]	Business and Government
BADM*3240	[0.50]	Social Media Marketing
BADM*4040	[0.50]	E-Commerce
BADM*4050	[0.50]	Marketing Research Project
BADM*4140	[0.50]	Event Management I
BADM*4160	[0.50]	Event Management II
BADM*4300	[0.50]	Business Analytics
BADM*4370	[0.50]	History of Business
BADM*4390	[0.50]	Relationship Marketing

Finance

BADM*3040	[0.50]	International Finance
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BADM*3090	[0.50]	Money, Banking & Finance
BADM*3200	[0.50]	Business and Government
BADM*3270	[0.50]	Real Estate Finance
BADM*4060	[0.50]	Investment Finance
BADM*4070	[0.50]	Personal Financial Planning
BADM*4080	[0.50]	Insurance & Risk Management
BADM*4090	[0.50]	Portfolio Management
BADM*4300	[0.50]	Business Analytics
BADM*4310	[0.50]	Entrepreneurial Finance
BADM*4370	[0.50]	History of Business

Small Business Management & Entrepreneurship

BADM*3080	[0.50]	Professional Selling
BADM*3200	[0.50]	Business and Government
BADM*3240	[0.50]	Social Media Marketing
BADM*4100	[0.50]	Small Business Management
BADM*4110	[0.50]	Planning a Small Business
BADM*4120	[0.50]	Business Consulting
BADM*4140	[0.50]	Event Management I
BADM*4160	[0.50]	Event Management II
BADM*4300	[0.50]	Business Analytics
BADM*4310	[0.50]	Entrepreneurial Finance
BADM*4370	[0.50]	History of Business
BADM*4390	[0.50]	Relationship Marketing

Management

BADM*3200	[0.50]	Business and Government
BADM*3210	[0.50]	Case Studies in Business Management
BADM*4100	[0.50]	Small Business Management
BADM*4120	[0.50]	Business Consulting
BADM*4140	[0.50]	Event Management I
BADM*4160	[0.50]	Event Management II
BADM*4300	[0.50]	Business Analytics
BADM*4370	[0.50]	History of Business
BADM*4410	[0.50]	Managing the Not-for-Profit Enterprise
BADM*4420	[0.50]	Business Management Simulation

Accounting

BADM*3120	[0.50]	Intermediate Accounting I
BADM*3130	[0.50]	Intermediate Accounting II
BADM*3150	[0.50]	Managerial Accounting II
BADM*4210	[0.50]	Advanced Financial Accounting
BADM*4220	[0.50]	Taxation I
BADM*4230	[0.50]	Taxation II
BADM*4240	[0.50]	Auditing I
BADM*4250	[0.50]	Accounting Theory
BADM*4260	[0.50]	Auditing II
BADM*4270	[0.50]	Auditing III
BADM*4280	[0.50]	Advanced Managerial Accounting
BADM*4300	[0.50]	Business Analytics
BADM*4380	[0.50]	Internal Controls