

Welcome to the  
**Bachelor of Commerce**  
Academic Program Meeting

# Agenda

- Dr. Sara Mann, Associate Dean Academic
- Academic Resources
- Additional University Resources
- Student Responsibilities and the Transition to University

# DR. SARA MANN

Associate Dean Academic  
College of Business & Economics

# B.Comm Program Overview

- 4 Year Honours Bachelor of Commerce Degree (5 years for Co-op Stream)
- 20 credits (approx. 39 courses) required for completion of the B.Comm degree with a minimum cumulative average of 60%
- Ability to change your major within the B.Comm program
- Undeclared—choose your major by next April
- Option to add a Minor – see our website for details

# On-line Academic Resources

- B.Comm Program Counselling Website
- Undergraduate Calendar
- WebAdvisor

## Bachelor of Commerce Academic Advising

The BComm Counselling Office is available to all students enrolled in the Bachelor of Commerce program at the University of Guelph. Our staff is here to help students select appropriate courses to graduate, change majors and add minors. Our office is located in [Macdonald Hall](#), Room 106.

### News flash

### News Flash

Choose an option below:

### Current Students

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- [Elective courses](#)
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- [Adding minors and certificates](#)
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- [General information & FAQ](#)

### New Students

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- [When can I add my courses?](#)
- [A course I want to get into is full. How can I add this course?](#)
- [WebAdvisor won't let me add a course. What should I do?](#)
- [How do I submit a Waiver if I'm not in Guelph](#)
- [Should I take a summer course?](#)
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- [What is MGMT\\*1100](#)
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- [I am interested in adding a Minor](#)
- [Is there a limit to the number of 1000 level \(1st Year\) courses I can take?](#)
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## Where do I find a list of courses that I am supposed to take?

Please do not use Google to find your required courses, it will take you to the wrong calendar!

The list of courses you must take is called your Schedule of Studies and it is based upon your Calendar Year. **It is therefore important to confirm your Calendar Year** so that you follow the correct Schedule of Studies. If you follow the incorrect Calendar, you could be taking the wrong courses and delaying your graduation.

Follow the steps below to find your calendar year. You will be using the Academic Evaluation\* tool to find this information.

1. Login to [WebAdvisor](#) and select the 'Program/Academic Evaluation' menu item.
2. Run your evaluation. On the top left of your Evaluation you will see 'Calendar'. The year listed indicates your Calendar Year, e.g., 2016 means that you will follow the 2016-2017 Academic Calendar.
3. Once you know your Calendar Year, select it from the following list (this link will take you to the Undergraduate Calendar):
  - o [2018](#)
  - o [2017](#)

## X. Degree Programs

[PDF](#) 

### Bachelor of Commerce (B.Comm.)

[PDF](#) 

The University of Guelph offers an eight semester (20.00 credits) honours program leading to a Bachelor of Commerce degree (B.Comm.). The normal course load is 2.50 credits per semester for a full-time student. The program is of an interdisciplinary nature and designed to give students a sound professional management education with a focus on specific industry sectors or management functions which prepare the graduates for positions of responsibility in particular areas of management and business.

Elective options enable students to select courses which support or complement their primary field of study.

In their first semester, students may be admitted to one of eight specialized majors or enter as "undeclared". Students in the undeclared first year, must declare a specialized major by mid-February in semester two in order to gain access to required courses in semester three.

#### Bachelor of Commerce Majors

Most majors in the Bachelor of Commerce program are also available in the Co-operative Education (Co-op) option.

#### Undeclared (only available in semesters one and two)

#### Accounting

#### Food and Agricultural Business

#### Hospitality and Tourism Management

#### Leadership and Organizational Management

#### Management Economics and Finance

#### Marketing Management

#### Public Management

#### Real Estate and Housing

In addition to specializing in a major area of study, the B.Comm. core ensures that each major also provides a comprehensive commerce education to all students in the program.

#### The B.Comm. Core includes:

##### Year 1

<a href="#">ACCT*1220</a>	[0.50]	Introductory Financial Accounting
<a href="#">ECON*1050</a>	[0.50]	Introductory Microeconomics
<a href="#">ECON*1100</a>	[0.50]	Introductory Macroeconomics
<a href="#">MATH*1030</a>	[0.50]	Business Mathematics
<a href="#">MCS*1000</a>	[0.50]	Introductory Marketing
<a href="#">MGMT*1000</a>	[1.00]	Introduction to Business

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## X. Degree Programs

[PDF](#) 

### Bachelor of Commerce (B.Comm.)


[PDF](#) 

#### Marketing Management (MKMN)

Department of Marketing and Consumer Studies, College of Business and Economics

The Marketing Management major is interdisciplinary, follows a liberal education philosophy, and is built on the Department's expertise in the field of marketing and consumer research.

The Department of Marketing and Consumer Studies prepares students for a career in marketing but also for educating them so that they can be active and engaged citizens. This is achieved from a balanced curriculum of marketing and liberal education courses that provide students with an understanding of the world they will work and live in. Students will gain knowledge in creating, communicating, and delivering product offerings to create value to stakeholders in a global and connected economy. Students completing this major will be prepared to pursue a variety of marketing career paths and diverse leadership roles.

Elective options enable students to select courses which support or complement their primary field of study. Examples: (1) students can use a combination of restricted, Liberal Education, and free electives to earn the Certificate in Leadership. See <http://www.leadershipcertificate.com/>  for information about this certificate and its course requirements; (2) students interested in languages and/or going on exchange can use their Liberal Education and free electives to study one or more of the various languages taught at the University. Note: students also can take courses of interest as electives without concern for categories.

#### Degree Requirements (20.00 Total Credits)

13.00 - Required Core Courses

2.50 - Restricted Electives (from lists)

0.00 – MGMT\*1100 (Business Career Preparation)

1.50 - [Liberal Education Electives](#)

3.00 - [Free Electives](#)

#### Major

##### SEMESTER 1- FALL

[ECON\\*1050](#) [0.50] Introductory Microeconomics

[MGMT\\*1000](#) [1.00] Introduction to Business

##### SEMESTER 2 - WINTER

[ACCT\\*1220](#) [0.50] Introductory Financial Accounting

[ECON\\*1100](#) [0.50] Introductory Macroeconomics

[MCS\\*1000](#) [0.50] Introductory Marketing

##### SEMESTERS 1 OR 2 - FALL OR WINTER

[MATH\\*1000](#) [0.50] Business Mathematics

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## Major

### SEMESTER 1

<a href="#"><u>ACCT*1220</u></a>	[0.50]	Introductory Financial Accounting
<a href="#"><u>ECON*1050</u></a>	[0.50]	Introductory Microeconomics
<a href="#"><u>MATH*1030</u></a>	[0.50]	Business Mathematics
<a href="#"><u>MGMT*1000</u></a>	[1.00]	Introduction to Business

### SEMESTER 2

<a href="#"><u>ACCT*1240</u></a>	[0.50]	Applied Financial Accounting
<a href="#"><u>ECON*1100</u></a>	[0.50]	Introductory Macroeconomics
<a href="#"><u>HROB*2090</u></a>	[0.50]	Individuals and Groups in Organizations
<a href="#"><u>MCS*1000</u></a>	[0.50]	Introductory Marketing

0.50 electives

### SEMESTER 3

<a href="#"><u>ACCT*2230</u></a>	[0.50]	Management Accounting
<a href="#"><u>MCS*2020</u></a>	[0.50]	Information Management
<a href="#"><u>MGMT*1100</u></a>	[0.00]	Business Career Preparation
<a href="#"><u>STAT*2060</u></a>	[0.50]	Statistics for Business Decisions

1.00 electives

### SEMESTER 4

<a href="#"><u>ACCT*3330</u></a>	[0.50]	Intermediate Financial Accounting I
<a href="#"><u>ECON*2560</u></a>	[0.50]	Theory of Finance
<a href="#"><u>MCS*3040</u></a>	[0.50]	Business and Consumer Law
<a href="#"><u>MGMT*3320</u></a>	[0.50]	Financial Management

0.50 electives

### SEMESTER 5

<a href="#"><u>ACCT*3280</u></a>	[0.50]	Auditing I
<a href="#"><u>ACCT*3340</u></a>	[0.50]	Intermediate Financial Accounting II
<a href="#"><u>ACCT*3350</u></a>	[0.50]	Taxation
<a href="#"><u>HROB*2290</u></a>	[0.50]	Human Resources Management

0.50 electives

### SEMESTER 6

<a href="#"><u>ACCT*3230</u></a>	[0.50]	Intermediate Management Accounting
<a href="#"><u>FARE*3310</u></a>	[0.50]	Operations Management
<a href="#"><u>MGMT*3020</u></a>	[0.50]	Corporate Social Responsibility

1.00 electives

### SEMESTER 7 - FALL

<a href="#"><u>ACCT*4220</u></a>	[0.50]	Advanced Financial Accounting
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### SEMESTER 8 - WINTER

<a href="#"><u>ACCT*4230</u></a>	[0.50]	Advanced Management Accounting
----------------------------------	--------	--------------------------------

### SEMESTER 7 OR 8 - FALL OR WINTER

<a href="#"><u>MGMT*4000</u></a>	[0.50]	Strategic Management
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Two of:

<a href="#"><u>ACCT*4270</u></a>	[0.50]	Auditing II
<a href="#"><u>ACCT*4290</u></a>	[0.50]	IT Auditing and Data Analytics
<a href="#"><u>ACCT*4340</u></a>	[0.50]	Accounting Theory
<a href="#"><u>ACCT*4350</u></a>	[0.50]	Income Taxation II
<a href="#"><u>ACCT*4440</u></a>	[0.50]	Integrated Cases in Accounting

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[PDF](#) 

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## 2018-2019 Undergraduate Calendar



The information published in this Undergraduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2018-2019 academic year, including the Summer Semester 2018, the Fall Semester 2018 and the Winter Semester 2019.

For your convenience the Undergraduate Calendar is available in [PDF format](#).

If you wish to link to the Undergraduate Calendar please refer to the [Linking Guidelines](#).

The University is a full member of:

- Universities Canada

Contact Information:

University of Guelph  
Guelph, Ontario, Canada  
N1G 2W1  
519-824-4120  
<http://www.uoguelph.ca>

Revision Information:

Date	Description
February 1, 2018	Initial Publication
July 18, 2018	Second Publication

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## XII. Course Descriptions



### General Information

### Course Labelling and Levels

Each course is identified by a two-part code. The first part of the code refers to the subject area, the second to the level of the course. Thus, the course PSYC\*3570 is a course in the subject area of Psychology (PSYC\*XXXX), and is of a level that places it among courses in the 3000 series. The series 1000, 2000, 3000 and 4000 numbers are intended to indicate progressively more demanding content, and correspondingly increasing competence on the part of the students enrolled in the course. Courses in the 1000 series are mainly for first year students, those in the 2000 series are mainly for second year students, and those in the 3000 series are for third year students. Similarly, courses in the 4000 series are mainly intended to be taken by students in the fourth year of honours programs. It is important that students planning their courses have clearly in mind the significance of these numbers so that they may guard against undertaking course work at levels for which they are insufficiently prepared. A two-semester course (e.g. AGR\*2351/2) is taken over 2 continuous semesters and counts as 1 course attempt per semester for classification, continuation of study and calculation of fees. Two-semester courses cannot be split.

### Course Information

The letters S, F, W indicate the University's intention to offer the course in the Summer (S), Fall (F) or Winter (W) semester during the academic year covered by this Calendar. Although courses normally will be offered in the semester indicated, students preparing their course programs are advised to consult the Undergraduate Course Timetable. The University cannot guarantee that all courses will be offered in the exact semester indicated.

The letter U indicates that an intended offering has not been assigned to the course. Students should consult the Undergraduate Course Timetable posted on WebAdvisor or contact the departments offering those courses to determine the semester offerings.

The figures in parentheses ( ) following the semester designation are a general guide to the lecture and laboratory contact hours per week, the first digit being the number of lecture hours and the second, the number of laboratory hours. The credit weight for each course appears in brackets [ ]. A credit weight of [0.50] indicates 10-12 student effort hours, including class time, on academic tasks associated with the course.

Detailed course descriptions are maintained at the office of the department offering the course. Some courses, designated "Experiential Learning" courses in the Calendar description, are deliberately designed to accommodate the need to grant academic credit for experiential learning external to regular courses, in such contexts as co-operative education, field observation/job shadowing, internship/externships, practical, service learning, or work study (and other approved experience). Prior approval for admission to these courses must be obtained from the department and instructor concerned.

### Course Prerequisites

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Arabic

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External Courses

Family Relations and Human  
Development

Food, Agricultural and Resource  
Economics

## XII. Course Descriptions

[PDF](#) 

### Accounting

Department of Management

#### ACCT\*1220 Introductory Financial Accounting F,W (3-0) [0.50]

This introductory course is designed to develop a foundational understanding of current accounting principles and their implication for published financial reports of business enterprises. It builds the base of knowledge and understanding required to succeed in more advanced study of accounting. The course approaches the subject from the point of view of the user of accounting information rather than that of a person who supplies the information.

*Offering(s):* Also offered through Distance Education format.

*Restriction(s):* [ACCT\\*2220](#). This is a Priority Access Course. Enrolment may be restricted to particular programs or specializations. See department for more information.

*Department(s):* Department of Management

#### ACCT\*1240 Applied Financial Accounting W (3-0) [0.50]

This course requires students to apply the fundamental principles emanating from accounting's conceptual framework and undertake the practice of financial accounting. Students will become adept at performing the functions related to each step in the accounting cycle, up to and including the preparation of the financial statements and client reports. Students will also develop the skills necessary for assessing an organization's system of internal controls and financial conditions.

*Prerequisite(s):* [ACCT\\*1220](#) or [ACCT\\*2220](#)

*Restriction(s):* [ACCT\\*2240](#). This is a Priority Access Course. Enrolment may be restricted to particular programs or specializations. See department for more information.

*Department(s):* Department of Management

#### ACCT\*2230 Management Accounting F,W (3-0) [0.50]

This course emphasizes the use of accounting information to facilitate effective management decisions. Topics include cost determination, cost control and analysis, budgeting, profit-volume analysis and capital investment analysis.

*Prerequisite(s):* [ACCT\\*1220](#) or [ACCT\\*2220](#)

*Equate(s):* [AGEC\\*2230](#), [BUS\\*2230](#)

*Restriction(s):* This is a Priority Access Course. Enrolment may be restricted to particular programs or specializations. See department for more information.

*Department(s):* Department of Management

#### ACCT\*3230 Intermediate Management Accounting S,W (3-0) [0.50]

This course continues the managerial decision making focus of [ACCT\\*2230](#). Topics include process costing, transfer pricing, the decision making process, variances and performance measurement.

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### III. Schedule of Dates



#### Fall Semester 2018

**Monday, September 3**

Holiday

**Thursday, September 6**

Classes commence

**Friday, September 7**

Last day to submit co-op work performance evaluations and learning goals reflections for Summer Semester 2018

Last day to apply via hard copy to graduate at Fall 2018 Convocation (late application fee still in effect)

**Wednesday, September 12**

Last day to submit co-op work semester reports for Summer Semester 2018

**Friday, September 14**

Add period ends

Last day to drop two-semester courses (S18/F18)

**Friday, September 21**

Last day for clearance to graduate at Fall 2018 Convocation

Last day to submit co-op learning goals for Fall Semester 2018

**Monday, October 8**

Holiday--NO CLASSES SCHEDULED -- classes rescheduled to Friday, November 30

**Tuesday, October 9**

Fall Study Break Day - NO CLASSES SCHEDULED -- classes rescheduled to Thursday, November 29

**Mid, October TBA**

Course selection period for Winter Semester 2019 begins--In-course students

**Monday, October 15**

Fall 2018 Convocation ceremonies begin

Deferred examinations for Summer 2018 courses commence

**Tuesday, October 16**

Fall 2018 Convocation ceremonies end

**Friday, October 19**

Deferred examinations for Summer 2018 courses conclude

Last day to apply to graduate at Winter 2019 Convocation without application late fee

**Friday, November 2**

Fortieth class day--Last day to drop one semester courses

Last day to apply online to graduate at Winter 2019 Convocation (late application fee still in effect)

**Thursday, November 15**

Last day for external and internal applications for admission to Winter Semester 2019 for all programs with Winter entry

**Wednesday, November 28****INDEXES**

Calendar TOC

III. Schedule of Dates

Have a question? Ask Gryph!

Ask

## Students

WebAdvisor is unavailable from 2:00 to 4:30 a.m. EDT each day for system maintenance.

## All Students on All Campuses

### F18 Payment Deadline

The payment deadline for the Fall 2018 semester is September 14, 2018. Students on the Guelph and Ridgetown campuses, please consult the [accepted methods of payment](#). For help navigating your financial account on WebAdvisor, [watch our video tutorial](#). For Guelph-Humber students, visit the [UofGH website for payment details](#).

## Undergraduate and Diploma Students on the Guelph Campus

### S18 Final Grades

Final grades for the Summer 2018 semester will show on WebAdvisor beginning August 24, 2018. Grades will continue to be updated on WebAdvisor throughout the day on August 24.

### F18 Course Selection

Fall 2018 course selection is now open for all students on the Guelph campus. It will remain open until September 14, 2018. Read more about [Fall course selection](#). New students can take a look at the [Registration Guide](#) for information about what courses to select and how to use WebAdvisor.

## Graduate Students

### S18 Final Grades

Final grades for the Summer 2018 semester will show on WebAdvisor when they are received by the Office of Registrarial Services.

### F18 Course Selection

#### REGISTRATION

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I still have questions...

Program Counsellors  
&  
Faculty Advisors

# Program Counselling

## What we can help you with...

- Course Selection & Planning Advice
- Degree Requirements
- Changing Majors and Adding Minors
- Interpret Policies and Procedures
- Academic Consideration
- Referrals

When in Doubt...Ask!

# Program Counselling Staff

- **Kandis Dyack:** B.Comm Counsellor's Assistant
- **Frebis Hoffmeyer:** B.Comm Program Counsellor
- **Hugh Clark:** B.Comm Program Counsellor

# Where can I find my Program Counsellor?

Macdonald Hall  
Room 106

Monday to Friday  
9:00 to 12:00  
1:15 to 4:30



# Meeting with a Program Counsellor

- Mornings are by appointment
- Afternoons are drop-in
- Closed from 12:00 to 1:15 p.m.
- During Add Period & Course Selection we offer drop-ins morning and afternoon

See our full schedule at

[uoguelph.ca/business/bcomm](http://uoguelph.ca/business/bcomm)

# Faculty Advisors

- Accounting (regular & Co-op) ..... Connie Zavitz
- Food & Ag Bus (regular & Co-op) ..... Andreas Boecker
- Hospitality & Tourism Mgmt..... Alison Crerar
- Hospitality & Tourism Mgmt (Co-op)..... Lianne Foti
- Leadership & Org. Mgmt..... Connie Zavitz
- Mgmt. Economics (regular & Co-op) ..... Evie Adomait
- Marketing Mgmt (regular & Co-op)..... Rob McLean
- Public Management (regular & Co-op)..... Evie Adomait
- Real Estate & Housing (regular & Co-op)..... Paul Anglin

# Additional Resources...

## Beyond Academic Advising

- Business Career Development Centre
- Co-op and Career Services
- Learning Commons
- Counselling Services
- Centre for Students with Disabilities
- Student Health Services

# CAREER RESOURCES AND SUPPORT

Personal and tailored support to help launch your career and for business students only!

- Workshops and Networking Events
- One-on-One Career Coaching
- Resume and Cover Letter Building
- Interview preparation
- Networking and Job Search Support
- Creating a professional online presence
- LinkedIn profile reviews
- Business cards



# PEER HELPER PROGRAM

**Fully trained and supervised Peer Helpers can support students with the following:**

- Resume reviews
- Cover letter reviews
- Mock Interviews

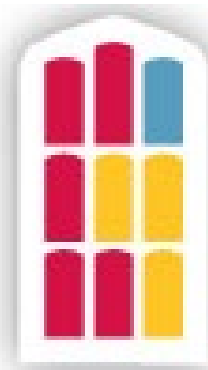
Peer Helpers are available during drop-in hours each week.



**Peer Helper Program**  
University of Guelph

# Co-OP EDUCATION AND CAREER SERVICES

- Accessible to all University of Guelph students
- Career Counselling
- Interests and Personality Assessments
- Workshops, Events, Job Fairs
- Further Education/Grad School Resources



Co-operative  
Education *&*  
Career Services

# GETTING STARTED: CREATE EMPLOYER CONNECTIONS EARLY

**Deloitte.**



**CBRE**



# WHERE TO FIND US



Business Career Development  
Centre Resource Portal



Weekly Newsletter



Macdonald Hall – Room 111  
x563436

[bizcareers@uoguelph.ca](mailto:bizcareers@uoguelph.ca)  
[www.uoguelph.business/careers](http://www.uoguelph.business/careers)

UNIVERSITY  
of GUELPH



Follow us on Twitter – UofG Biz Careers

# The Learning Commons

- Supported Learning Groups (SLGs)
- Sample Workshops,
  - Learning and Studying
  - Time Management
  - Exam Preparation
  - Learning in Large Lectures

Located 1<sup>st</sup> floor of the Library and at  
[lib.uoguelph.ca/get-assistance](http://lib.uoguelph.ca/get-assistance)

# Counselling Services

- Individual Counselling
- Therapy Groups
- Crisis Response
- Stress Management
- Academic Support

Located on the 3<sup>rd</sup> floor of the UC and at [wellness.uoguelph.ca/counselling](http://wellness.uoguelph.ca/counselling)

# Student Accessibility Services

Committed to creating a barrier-free environment

- Learning disabilities
- Attention deficit disorders
- Hearing disabilities
- Vision disabilities
- Physical disabilities
- Medical disabilities
- Acquired brain injuries
- Psychological/emotional

Located on the 3rd floor of the UC and at  
[wellness.uoguelph.ca/accessibility](http://wellness.uoguelph.ca/accessibility)

# Student Health Services

- Physician Services
  - Nursing Services
  - Walk-in Clinic
  - Allergy shots
  - Stress Management Clinic
- ...to name a few

Located next to Athletics and at  
[wellness.uoguelph.ca/health](http://wellness.uoguelph.ca/health)



# Student Responsibilities

## Academic Consideration

Extenuating medical, psychological or compassionate circumstances

- During the semester, contact your professor
- During final exams, contact our office
- Documentation is usually required
- Don't delay!

# Student Responsibilities

- Make sure that you are in the right courses
- Confirm that your exams don't conflict
- Understand what is expected of you from your Course Outline and mark deadlines in your calendar
- Meet all deadlines—academic and university
- Check your GryphMail account regularly

# Student Responsibilities

- Be familiar with the Undergraduate Calendar
- Schedule of Dates (e.g. Drop Deadline Nov 2)
- Continuation of Study (60%)
- Co-op; 70% after year 1
- Ask Questions

# Student Responsibilities

## Academic Integrity

aka, Academic Misconduct  
aka, cheating

[academicintegrity.uoguelph.ca](http://academicintegrity.uoguelph.ca)

## Helpful Hints to Academic Success

# High School to University: The Differences

- Deadline dates are enforced-- there are no “do-overs” or extra assignments
- More time spent on independent study; reading, completing assignments--less ‘classroom’ time. The 1 to 3 rule (more for double-weight courses)
- Unsuccessful courses can be repeated, however both grades will count. Successfully completed courses cannot be repeated

# Helpful Hints cont'd...

- 40<sup>th</sup> class day—ability to test drive a course; 41<sup>st</sup> class day and beyond, you are committed
- The University will only communicate with you.
- Do your readings, review your notes & start early!
- Attend classes
- Take advantage of resources (e.g. the Library)

# Helpful Hints cont'd...

- Eat a healthy diet
- Get involved in extra-curricular activities (clubs, athletics, recreation, etc.)
- Get to know your Professors
- Always maintain the balance,  
School + Extra-curricular/Work/Family/Health
- **Proactive vs Reactive**

# What's Next?

- Meetings for Majors-Tomorrow  
Refer to Blue handout and O-Week Guide
- Classes start Thursday!



Good Luck!

Best wishes for a great first year!