

# FALL 2020 ORIENTATION

## BACHELOR OF COMMERCE

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# WELCOME

Fall 2020

Dear Student:

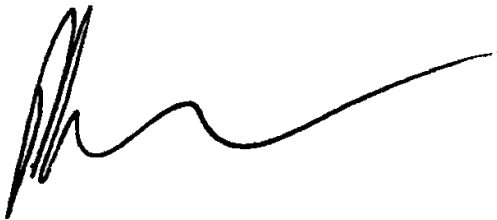
Congratulations and welcome to Humber College! The staff and faculty at The Faculty of Business are committed to ensuring each student has access to the educational opportunities and resources available at Humber College. We are here to help you excel both academically and professionally. This is an exciting time as it marks the beginning of your academic career. To ensure your success as a student at Humber College, here are a few important points as you embark on your academic journey:

- **Check your BlackBoard and Humber email account on a regular basis.** Your professors and colleagues will be communicating with you through these accounts.
- **Honestly engage in the learning process.** It is vital to understand Humber College's expectations for academic integrity and fulfill your academic responsibility during your studies with The Faculty of Business. Academic integrity is fundamental to the foundation of academic and scholarly work.
- **Familiarize yourself with Humber College's Admission Requirements and Academic Regulations.** This important document outlines the policies and procedures at Humber College. You can view this document on Humber's website.
- **Attend class!** You will learn something new and interesting; it will help you prepare for upcoming assignments, papers, and exams (and even save time studying); and you can get to know your professor and colleagues.
- **Get involved.** Participate in networking events, join a student club, and volunteer at Humber College!

Everyone at The Faculty of Business and Humber College is committed to working with you to make your academic career a gratifying and fulfilling experience. If at any time during your studies you experience any problems, please contact your Program Coordinator.

Thank you for choosing Humber College and I wish you all the best in your academic career.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Griffin', with a long, sweeping horizontal line extending to the right.

Paul Griffin, PhD, MBA, CPA, CMA, CFP, FCSI  
Associate Dean, Business Degrees

## PROGRAM COORDINATORS

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# 2020/2021 DEGREES ACADEMIC CALENDAR

<b>FALL 2020</b>	<b>Bachelor Degrees 14 Week Semester</b>
Day & Evening Classes Begin	Tuesday September 8, 2020
Last Day To Add A Course	Monday September 14, 2020
Lockdown Drill - All Campuses	Tuesday September 15, 2020 - Saturday September 19, 2020
Balance Of Fall Fees Due	Monday September 21, 2020
Last Day To Drop A Course For Refund	Monday September 21, 2020
Summer Graduation Status Available	Friday October 9, 2020
Public Holiday (Thanksgiving) - College Closed	Monday October 12, 2020
Fall Reading Week (No Classes, College Open)	Monday October 26, 2020 - Friday October 30, 2020
Fall Convocation	TBD
Mid Term Grades Due	Friday November 6, 2020
Tuition Deposit Due for Winter 2021	Wednesday November 11, 2020
Last Day to Withdraw From a Course Without Academic Penalty	Friday November 20, 2020
Registration Begins for Winter 2021	Monday November 23, 2020
Last Day of Classes	Friday December 18, 2020
Final Grades Due by Faculty at 6pm	Tuesday December 22, 2020
Holiday Period Begins - College Closed at Noon	Thursday December 24, 2020

<b>WINTER 2021</b>	<b>Bachelor Degrees 14 Week Semester</b>
Public Holiday (New Year) - College Closed	Friday January 1, 2021
College Re-Opens	Monday January 4, 2021
Day & Evening Classes Begin	Monday January 18, 2021
Last Day To Add A Course	Friday January 22, 2021
Balance Of Winter Fees Due	Friday January 29, 2021
Last Day To Drop A Course For Refund	Friday January 29, 2021
Public Holiday (Family Day) - College Closed	Monday February 15, 2021
Fall Graduation Status Available	Friday February 19, 2021
Reading Week	Monday March 8, 2021 - Friday March 12, 2021
Tuition Deposit Due for Summer 2021	Wednesday March 17, 2021
Mid Term Grades Due	Friday March 19, 2021
Last Day to Withdraw From A Course Without Academic Penalty	Friday April 2, 2021
Public Holiday (Good Friday) - College Closed	Friday April 2, 2021
Registration Begins for Summer 2021	Monday April 5, 2021
Last Day of Classes	Friday April 30, 2021
Final Grades Due by Faculty at 6pm	Wednesday May 5, 2021

<b>SUMMER 2021</b>	<b>Bachelor Degrees 14 Week Semester</b>
Day & Evening Classes Begin	Monday May 10, 2021
Last Day To Add A Course	Friday May 14, 2021
Last Day To Drop A Course For Refund	Friday May 21, 2021
Balance of Summer Fees Due	Friday May 21, 2021
Public Holiday (Victoria Day) - College Closed	Monday May 24, 2021
Winter Graduation Status Available	Friday June 11, 2021
Convocation Week	Monday June 14, 2021 - Friday June 18, 2021
Tuition Deposit Due for Fall 2021	Wednesday June 23, 2021
Summer Reading Week	Monday June 28, 2021 - Friday July 2, 2021
Public Holiday (Canada Day) - College Closed	Thursday July 1, 2021
Mid Term Grades Due	Friday July 9, 2021
Last Day To Withdraw From A Course Without Academic Penalty	Friday July 23, 2021
Registration begins for Fall 2021	Monday July 26, 2021 - Friday July 30, 2021
Public Holiday (Civic Day) - College Closed	Monday August 2, 2021
Last Day of Classes	Friday August 20, 2021
Final Grades Due by Faculty at 6pm	Wednesday August 25, 2021

# SEMESTER 1 BOOKLIST

## **ACCT 1000 INTRODUCTORY FINANCIAL ACCOUNTING**

Top Hat Classroom Response System, including: online platform access, digital textbook, online proctoring (additional details to be provided by professor).

## **ECON 1000 MICROECONOMICS**

Principles of Microeconomics, 8<sup>th</sup> Canadian Edition  
Mankiw, N. G., Kneebone, R. D., & McKenzie, K. J.  
Nelson Education, 2020

Study Guide for Use with Principles of Microeconomics, 8<sup>th</sup> Canadian Edition  
Fortura, P., & Joseph, T.  
Nelson Education, 2020

## **LAW 1000 BUSINESS LAW**

Managing the Law: The Legal Aspects of Doing Business, 5<sup>th</sup> Edition  
McInnes, M. Kerr, I., & Vanduzer, J.  
Pearson Education, 2020

## **MKTG 1000 MARKETING**

Marketing: An Introduction, 6<sup>th</sup> Edition  
Armstrong, G., Kotler, P., Trifts, V., & Buchwitz, L. A.  
Pearson Education, 2017

Feel free to visit the Lakeshore Humber Bookstore website for more information:

<https://www.bkstr.com/humberitlakeshorestore/home>

# HUMBER SERVICES

## OFFICE OF THE REGISTRAR

The Office of the Registrar will play a vital role as a Humber student. They are responsible for admitting and registering students, maintaining student academic records (i.e. transfer credits and transcripts), and provide education support via financial aid, including bursaries, scholarships, and OSAP. Most of the services that the Office of the Registrar provides can be accessed via MyHumber. Visit [www.humber.ca/myhumber](http://www.humber.ca/myhumber) to log in to your MyHumber account or visit the Office of the Registrar in WEL106 between 8:30 a.m. – 4:30 p.m. Monday through Friday.

## ACADEMIC REQUIREMENTS AND REGULATIONS

Humber College's Academic Requirements and Regulations outline the policies and procedures that apply to all students, faculty, and staff. Please take the time to review the Academic Requirements and Regulations as it describes the processes involved in resolving student issues, including academic misconduct. You can find the document at [www.humber.ca/admissions/office-registrar/academicregulations](http://www.humber.ca/admissions/office-registrar/academicregulations)

## PARKING AND LOCKERS

Parking permits and lockers can be purchased online via your MyHumber account.

## HUMBER STUDENTS FEDERATION (HSF)

Humber Students Federation (HSF) represents all full-time students at both campuses providing services, clubs, events and advocacy for Humber students. Please visit [www.ignitestudentlife.com](http://www.ignitestudentlife.com) for more information on the services available to you, including Health and Dental Insurance.

## PHOTO ID

You can upload a digital photo and request your student card through your MyHumber account. Photo ID cards are mailed to the home address on your account, so it is important to ensure that your address and information are correct on MyHumber. If you have lost or did not receive your card, please visit Customer Service in WEL106.

## FINANCIAL AID/OSAP

Students who have been approved to receive OSAP will receive their funds if the MFSAA has been submitted. If you have questions regarding OSAP or other financial aid issues, please visit [www.humber.ca/admissions/financial-aid](http://www.humber.ca/admissions/financial-aid) or the Financial Aid Office in WEL106 between 8:30 a.m. – 4:30 p.m. Monday through Friday.

## AWARDS AND SCHOLARSHIPS

The Business School offers many scholarships and awards annually. Many of The Business School awards are faculty-based or in-course awards that are awards students receive while studying at Humber. Students are not required to apply for faculty-selected or in-course awards. Faculty members nominate students to the Dean, who then finalizes and approves the nomination. The Business School also offers two types of application-based awards. We have 7 awards featured on The Business School webpage under Student Support. These special awards are available to full-time, returning Business School students. Students are encouraged to apply in January with an annual due date of May 31<sup>st</sup>. The second type of application-based awards are available through students' MyHumber account. These awards are typically available in August with an annual due date of September 30<sup>th</sup>. For more information, please visit [business.humber.ca/resources-placement/about/business-school-awards](http://business.humber.ca/resources-placement/about/business-school-awards)

## **ATHLETICS AND RECREATION**

Students with a valid Photo ID card can access Humber's Athletic Centre at 3246 Lake Shore Blvd. Various recreational activities, both individual and team-oriented, have been planned to meet the needs and interests of students.

## **CAREER CENTRE**

Students can obtain assistance to improve their resume, participate in mock interviews, and search for jobs, both on and off campus. Please visit the Career Centre in WEL105.

## **COUNSELING AND STUDENT DEVELOPMENT SERVICES**

A wide variety of services in a private setting with professional counselors are available to students. Services available include academic/university advising, career guidance, and support in dealing with personal or mental health issues. Please visit The Counseling Department in WEL202.

## **CHILD CARE**

Humber College's Child Care Centre is designed to accommodate the child care needs of students, staff and community members. Applications should be made as early as possible as there is usually a waiting list.

## **ACCESSIBILITY LEARNING SERVICES**

A wide range of services are available to assist students in overcoming some of the obstacles or barriers that they may be experiencing from a type of disability that has an impact on their learning. These services are free and confidential. If a student has a disability, is wondering if they have a disability, or would simply like further information they should visit WEL202 or [www.humber.ca/student-life/swac/accessible-learning](http://www.humber.ca/student-life/swac/accessible-learning)

## **PEER TUTORING**

One-on-one assistance for students having difficulties with a specific course is available to any fulltime or part-time student. The registration is free and student can receive a maximum of three hours of tutoring per week after attending a brief orientation session.

## **HEALTH SERVICES**

Nurses are always available to assist with the health and wellness of students and staff. Assessments, referrals, treatment for minor illnesses, and doctor's appointments are among some of the services available. Students should bring their Student ID card when they visit the Health Centre in WEL202 and if they have a doctor's appointment they should also bring their health card.

## **INTERNATIONAL OFFICE**

For most international students, our office is considered "Home Base." We are able to assist students in becoming comfortable throughout their stay at Humber and answer questions they may have about health insurance, accommodations, banking, Canadian life, etc. Social events are planned so that international students have the opportunity to meet each other and visit many attractions in Ontario. For further information, visit the International Office in H100A or visit online at [international.humber.ca](http://international.humber.ca)

## **PUBLIC SAFETY (SECURITY)**

The Department of Public Safety Security Services is dedicated to ensuring all students, staff and visitors are safe at Humber College 24 hours a day. Security reception is located in M106.

## **THE WORK ALONE PROGRAM**

The Work Alone Program is available to all students, staff, and faculty who are studying or working late, past the standard business hours. Individuals may advise security that they will be staying on campus late and a security guard will periodically check up on the individual. Please note that you must alert the security guard when you are leaving if you request this service.



## **R.A.D. TRAINING**

Rape.Aggression.Defence (R.A.D. Training) is a basic self-defense course offered for free to all women at Humber College. For more information, please visit [www.humber.ca/publicsafety](http://www.humber.ca/publicsafety)

## **H.E.A.R.T. PROGRAM**

The Humber Emergency Auto Response Team (H.E.A.R.T.) program is designed to assist staff, students, faculty, and visitors who are experiencing vehicle problems while at Humber. H.E.A.R.T. can provide emergency contact information, loan a gas can, assist with a battery boost, and provide a lock de-icer.

## **BOOKSTORE**

Students can order textbooks online at [www.humberlakeshoreshop.ca](http://www.humberlakeshoreshop.ca) or visit the bookstore on campus.

## **FOOD SERVICES**

Humber Food Services has a passion for providing quality food and services with a focus on freshness, satisfaction, and value. This is reflected in the freshly prepared menus and the hallmark brands such as Booster Juice, Mr. Sub, Pizza Pizza, Tim Hortons, Extreme Pita and much more. Humber College also offers meal plans. Please visit [www.dineoncampus.ca/humber](http://www.dineoncampus.ca/humber) for more information and details.

## **LIBRARY**

Not only does the Library offer the standard library services, it also assists students with disabilities in obtaining textbooks transcribed on tape or Braille. A wide variety of audio-visual equipment in the Media Centre is available for students to borrow for class projects and classroom presentations. Students should bring their student photo ID card to the Library's circulation desk to activate their library card. The photo ID/library card is required before library materials or media equipment can be borrowed. To access the library's web database, please visit [www.library.humber.ca](http://www.library.humber.ca)

# CAMPUS MAP



## Humber Lakeshore Campus Parking

