

# FALL 2021 ORIENTATION

## BACHELOR OF COMMERCE

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# WELCOME

Fall 2021

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,



Bruce Sinclair,  
Associate Dean

## PROGRAM COORDINATORS

### ACCOUNTING

Alfred Seaman, PhD  
[alfred.seaman@humber.ca](mailto:alfred.seaman@humber.ca)  
416-675-6622 Ext. 4060

### DIGITAL BUSINESS MANAGEMENT

Hanadi Alnawab, MSc  
[hanadi.alnawab@humber.ca](mailto:hanadi.alnawab@humber.ca)  
416-675-6622 Ext. 3315

### FASHION MANAGEMENT

Francesca D'Angelo, PhD  
[francesca.dangelo@humber.ca](mailto:francesca.dangelo@humber.ca)  
416-675-6622 Ext. 79215

### FINANCE

Michele Calpin, MBA  
[michele.calpin@humber.ca](mailto:michele.calpin@humber.ca)  
416-675-6622 Ext. 5116

### HEALTHCARE MANAGEMENT

Reshma Prashad, PhD  
[reshma.prashad@humber.ca](mailto:reshma.prashad@humber.ca)  
416-675-6622 Ext. 3187

### HOSPITALITY AND TOURISM MANAGEMENT

Ramesh Srinivasan, MHA  
[ramesh.srinivasan@humber.ca](mailto:ramesh.srinivasan@humber.ca)  
416-675-6622 Ext. 5149

### HUMAN RESOURCES MANAGEMENT

Michelle Souilliere, MPA  
[michelle.souilliere@humber.ca](mailto:michelle.souilliere@humber.ca)  
416-675-6622 Ext. 3040

### INTERNATIONAL BUSINESS

Pierre-Pascal Gendron, PhD  
[pierre-pascal.gendron@humber.ca](mailto:pierre-pascal.gendron@humber.ca)  
416-675-6622 Ext. 3223

### MANAGEMENT STUDIES

Nedal Ismail, MBA  
[nedal.ismail@humber.ca](mailto:nedal.ismail@humber.ca)  
416-675-6622 Ext. 3561

### MARKETING

Youssef Youssef, PhD  
[youssef.youssef@humber.ca](mailto:youssef.youssef@humber.ca)  
416-675-6622 Ext. 3337

### SUPPLY CHAIN MANAGEMENT

Nedal Ismail, MBA  
[nedal.ismail@humber.ca](mailto:nedal.ismail@humber.ca)  
416-675-6622 Ext. 3561

# 2021/2022 DEGREES ACADEMIC CALENDAR

<b>FALL 2021</b>	<b>Bachelor Degrees 14 Week Semester</b>
Balance Of Fall 2021 Fees Due	Wednesday July 21, 2021
Day & Evening Classes Begin	Tuesday September 7, 2021
Last Day To Add A Course	Monday September 13, 2021
Last Day To Drop A Course For Refund	Monday September 20, 2021
Summer Graduation Status Available	Thursday September 30, 2021
Public Holiday (Thanksgiving) - College Closed	Monday October 11, 2021
Fall Reading Week (No Classes, College Open)	Monday October 25, 2021 - Friday October 29, 2021
Tuition Deposit Due for Winter 2022	Wednesday November 3, 2021
Fall Convocation	TBD
Mid Term Grades Due	Friday November 5, 2021
Balance of Winter 2022 Fees Due	Wednesday November 17, 2021
Last Day to Withdraw From a Course Without Academic Penalty	Friday November 19, 2021
Registration Begins for Winter 2022	Monday November 22, 2021 – Friday November 26, 2021
Last Day of Classes	Sunday December 19, 2021
Final Grades Due by Faculty at 6pm	Tuesday December 21, 2021
Holiday Period Begins – College Closed	Friday December 24, 2021

<b>WINTER 2022</b>	<b>Bachelor Degrees 14 Week Semester</b>
Public Holiday (New Year) – College Closed	Monday January 3, 2022
College Re-Opens	Tuesday January 4, 2022
Day & Evening Classes Begin	Monday January 10, 2022
Last Day To Add A Course	Friday January 14, 2022
Last Day To Drop A Course For Refund	Friday January 21, 2022
Fall Graduation Status Available	Friday February 18, 2022
Public Holiday (Family Day) - College Closed	Monday February 21, 2022
Winter Reading Week (No Classes, College Open)	Monday February 28, 2022 - Sunday March 6, 2022
Tuition Deposit Due for Summer 2022	Wednesday March 9, 2022
Mid Term Grades Due	Friday March 11, 2022
Balance of Summer Fees Due	Wednesday March 23, 2022
Last Day to Withdraw From A Course Without Academic Penalty	Friday March 25, 2022
Registration Begins for Summer 2022	Monday March 28, 2022
Public Holiday (Good Friday) - College Closed	Friday April 15, 2022
Last Day of Classes	Sunday April 24, 2022
Final Grades Due by Faculty at 6pm	Wednesday April 27, 2022

<b>SUMMER 2022</b>	<b>Bachelor Degrees 14 Week Semester</b>
Day & Evening Classes Begin	Monday May 2, 2022
Last Day To Add A Course	Friday May 6, 2022
Last Day To Drop A Course For Refund	Friday May 13, 2022
Public Holiday (Victoria Day) - College Closed	Monday May 23, 2022
Winter Graduation Status Available	Friday June 3, 2022
Convocation Week	Monday June 13, 2022 - Friday June 17, 2022
Tuition Deposit Due for Fall 2022	Wednesday June 15, 2022
Summer Reading Week (No Classes, College Open)	Monday June 20, 2022 - Friday June 24, 2022
Public Holiday (Canada Day) - College Closed	Friday July 1, 2022
Mid Term Grades Due	Monday July 4, 2022
Last Day To Withdraw From A Course Without Academic Penalty	Friday July 15, 2022
Registration begins for Fall 2022	Monday July 18, 2022 - Friday July 22, 2022
Public Holiday (Civic Day) - College Closed	Monday August 1, 2022
Last Day of Classes	Sunday August 14, 2022
Final Grades Due by Faculty at 6pm	Wednesday August 17, 2022

# 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, 7<sup>th</sup> Edition  
Armstrong, G., Kotler, P., Trifts, V., & Buchwitz, L. A.  
Pearson Education, 2020

To review textbook purchasing options, please visit the Humber Bookstore link below:  
[bkstr.com/humberitlakeshorestore](http://bkstr.com/humberitlakeshorestore)

# 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.

## IGNITE

Ignite 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.

## BLACKBOARD

Blackboard is Humber College's primary Learning Management System and allows us to transform the traditional classroom into the digital realm. Visit the Blackboard FAQ page for answers to common questions that you may encounter: [humberonline.ca/blackboard-faq](http://humberonline.ca/blackboard-faq) For Blackboard support, please visit [humberonline.ca/blackboard-support](http://humberonline.ca/blackboard-support)

## 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](https://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

