



Name: _____

ID#: _____

Date Created: _____

Date Revised: _____

PROGRAM PLANNING GUIDE 2017 – 2018

Business Administration Diploma Administrative Office Professional Major

The purpose of this program-planning guide is to help students track their progress within their chosen program. The information in this planning guide is accurate at the time of printing and is subject to change without notice. It is the students' responsibility to ensure the accuracy of their program and course choice. Students should use the program-planning guide dated the year in which they began the program. This guide should be used in conjunction with the official version of the Medicine Hat College Calendar, and calendars of appropriate transfer institutions, which are the final authorities regarding program requirements

Year One: Administrative Office Professional Certificate

Year Two

FALL SEMESTER			WINTER SEMESTER		
COURSE	DATE	GRADE	COURSE	DATE	GRADE
<i>ACCT 111</i> <i>Introductory Accounting I</i>			<i>ACCT 113</i> <i>Introductory Accounting II</i> Prerequisite: C- in ACCT 111		
<i>GNEC 230</i> <i>Citizenship Without Borders</i>			<i>COMM 252</i> <i>Advanced Business Communications</i>		
<i>MGMT 161</i> <i>Management Theory</i>			<i>ECON 201 or ECON 203</i> <i>Principles of Microeconomics or</i> <i>Principles of Macroeconomics</i>		
<i>MGMT 193</i> <i>Business Problems Software</i> <i>Applications</i>			<i>MGMT 243</i> <i>Human Resources Management</i>		
<i>Business Elective or MKTG 171</i> <i>Marketing</i> <i>See Note on Business Elective</i>			<i>Business Elective or MKTG 171</i> <i>Marketing</i> <i>See Note on Business Elective</i>		

CONTINUATION REQUIREMENTS:

- **Prerequisite grades must be C- or higher.** For the Administrative Office Professional courses, students must have a minimum of a "C" grade (2.0) as a prerequisite for the next level.

GRADUATION REQUIREMENTS:

- Complete a minimum of 22 required Administrative Office Professional and Business Administration courses
- Complete a minimum cumulative GPA of 2.0
- Obtain at least a C grade (2.0) in Administrative Office Professional courses

NOTES:

- Students who:
 - choose to take courses in a different configuration than shown above or;
 - drop or fail a class or;
 - want to take a course in the spring semester or from another institution

For more information or assistance with your program, please contact
Academic Advising at 403 529-3819

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should meet with their academic advisor for assistance.

- Students are advised to refer to the MHC Academic Calendar regarding post-diploma degree completion opportunities.
- Students are advised that if they plan on transferring to the University of Lethbridge Bachelor of Management program as part of the post-diploma transfer agreement, they will be required to complete 23-24 courses (rather than 20) at the University of Lethbridge to complete their degree requirements. This is due to additional prerequisite course requirements at the University of Lethbridge that are not offered in the Medicine Hat College Business Administration – Administrative Office Professional program. Please see advisor for suggested electives if you wish to transfer to the University of Lethbridge.

- Approved Electives*:

ACCT 215	MGMT 268
ACCT 276	MGMT 284
ECON 201	MGMT 395
ECON 203	MKTG 280
FINA 255	MKTG 315
FNSV 200	MKTG 325
FNSV 210	MKTG 345
MGMT 263	MKTG 355
MGMT 267	

*with permission of the Program Coordinator, students may take an elective course from outside this list.