



Name: _____

ID#: _____

Date Created: _____

Date Revised: _____

PROGRAM PLANNING GUIDE 2017 - 2018

Business Administration Diploma

Management 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

FALL SEMESTER			WINTER SEMESTER		
COURSE	DATE	GRADE	COURSE	DATE	GRADE
ACCT 111 <i>Introductory Accounting I</i>			ACCT 113 <i>Introductory Accounting II</i> Prerequisite: C- in ACCT 111		
COMM 140 <i>Communication in the Workplace</i>			COMM 252 <i>Advanced Business Communications</i>		
GNEC 230 <i>Citizenship Without Borders</i>			ECON 201* <i>Principles of Microeconomics</i>		
MGMT 161 <i>Management Theory</i>			MGMT 243 <i>Human Resources Management</i>		
MGMT 193 <i>Business Problems Software Applications</i>			MKTG 171 <i>Marketing</i>		

Year Two

FALL SEMESTER			WINTER SEMESTER		
COURSE	DATE	GRADE	COURSE	DATE	GRADE
ECON 203* <i>Principles of Macroeconomics</i>			COMM 253 <i>Human Relations in the Workplace</i>		
MGMT 263 <i>Organizational Behaviour</i>			FINA 255 <i>Finance</i> Prerequisite: C- in ACCT 113 or ACCT 321		
MGMT 270 <i>The Entrepreneurial Experience</i>			MGMT 267 <i>Leadership Development</i> Prerequisite: C- in MGMT 161 or MGMT 263 & 2 nd yr standing		

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

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MGMT 284 <i>Business Statistics I</i>			MGMT 268 <i>Business Integration</i> Prerequisites: C- in (ACCT 113 or ACCT 321) & MGMT 161 & 2 nd yr standing		
MGMT 395 <i>Business Law</i>			Business Elective <i>See Note</i>		

*ECON 201 and ECON 203 may be taken in any order

CONTINUATION REQUIREMENTS:

- **Prerequisite grades must be C- or higher.** Please note that the minimum grades listed are for MHC graduation requirements only. If you are pursuing an accounting designation or a degree, you must check with the designation of your choice for minimum grade requirements.

GRADUATION REQUIREMENTS:

- Complete a minimum of 20 required Business Administration courses and approved electives.
- Complete a minimum cumulative GPA of 2.0.

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
 should meet with their academic advisor for assistance.
- Approved Business Electives:

ACCT 211	MKTG 280
ACCT 215	MKTG 315
ACCT 219	MKTG 325
ACCT 276	MKTG 345
FNSV 200	MKTG 355
FNSV 210	STAT 217
MGMT 326	
- Students are advised to refer to the MHC Academic Calendar regarding post-diploma degree completion opportunities.
- Students who choose to transfer to the University of Lethbridge Bachelor of Management program are strongly encouraged to take ACCT 215 to fill their Business Elective to ensure that they meet the appropriate pre-requisites for the degree program.
- To successfully complete a second diploma within the Business Administration diploma in Accounting, Financial Services, Management or Marketing, students must meet MHC residency requirement and:
 - Complete 4 major specific courses
 - Complete 4 additional courses approved by the department

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