



**PROGRAM PLANNING GUIDE 2018 – 2019**  
**Business Administration Diploma**  
**Common First Year**

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
<i>ACCT 111</i> <i>Introductory Accounting I</i>			<i>ACCT 113</i> <i>Introductory Accounting II</i> <b>Prerequisite:</b> C- in ACCT 111		
<i>COMM 140</i> <i>Communication in the Workplace</i>			<i>COMM 252</i> <i>Advanced Business Communications</i>		
<i>MGMT 263</i> <i>Organizational Behaviour</i>			<i>ECON 201*</i> <i>Principles of Microeconomics</i>		
<i>MGMT 161</i> <i>Management Theory</i>			<i>MGMT 243</i> <i>Human Resources Management</i>		
<i>MGMT 193</i> <i>Business Problems Software Applications</i>			<i>MKTG 171</i> <i>Marketing</i>		

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

**CONTINUATION REQUIREMENTS:**

- Prerequisite grades must be C- or higher.

**GRADUATION REQUIREMENTS:**

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

**NOTES:**

- Following the completion of the common first year requirements, students are required to declare their major (Accounting, Financial Services, Management or Marketing) by filling out the Program Major Change form available on the online student dashboard.
- Students who:
  - a. choose to take courses in a different configuration than shown above or;
  - b. drop or fail a class or;
  - c. want to take a course in the spring semester or from another institution should meet with their academic advisor for assistance.