



Name: \_\_\_\_\_

ID#: \_\_\_\_\_

Date Created: \_\_\_\_\_

Date Revised: \_\_\_\_\_

## PROGRAM PLANNING GUIDE 2022-2023

### Administrative Office Management Diploma

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 or Office Technology Certificate

**Year Two:**

FALL SEMESTER			WINTER SEMESTER		
COURSE	DATE	GRADE	COURSE	DATE	GRADE
<b>MGMT 161</b> Management Theory			<b>MGMT 243</b> Human Resource Management		
<b>MGMT 193</b> Business Problems Software Applications			<b>MGMT 267</b> Leadership Development <b>Prerequisite:</b> MGMT 161		
<b>COMM 140</b> Communication in the Workplace			<b>MKTG 171</b> Marketing		
<b>Elective</b> See list below			<b>MKTG 251</b> Digital Design for Marketing		
<b>OMGT 235</b> Work Experience III <b>Prerequisite:</b> A minimum of a C grade in APRO 190 or OTEC 190 and acceptance into the Administrative Office Management Diploma program.			<b>OMGT 237</b> Work Experience IV <b>Prerequisite:</b> A minimum of a C grade in OMGT 235 and acceptance into the Administrative Office Management Diploma program.		

**APPROVED ELECTIVES:**

**ACCT 276**

Advanced Computerized Accounting

**MGMT 263**

Organizational Behaviour

**MGMT 270**

The Entrepreneurial Experience

**MGMT 395**

Business Law

**CONTINUATION REQUIREMENTS:**

- Generally, prerequisite grades must be "C-" or higher; however some classes require a higher grade. Check course descriptions for individual courses. In Administrative Office Professional (APRO) courses and Administrative Office Management (OMGT) courses, you must have a minimum of a "C" grade as a prerequisite for the next level.

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

Last Updated March 22, 2022

## **GRADUATION REQUIREMENTS:**

To successfully complete the Administrative Office Management diploma, you must:

- Successfully complete the Administrative Office Professional Certificate/Office Technology Certificate plus the 10 second year courses as outlined.
- Attain a minimum cumulative GPA of 2.0.
- Obtain no more than one D or D+ grade in the second year of the diploma.
- Obtain a minimum “C” grade in OMTG 235 and OMTG 237.