MEDICINE HAT
COLLEGE

Name: _____
ID#: _____
Date Created: _____
Date Revised: _____

PROGRAM PLANNING GUIDE 2019-2020
Administrative Office Professional <u>Certificate</u>

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.

FALL SEMESTER			WINTER SEMESTER		
COURSE	DATE	GRADE	COURSE	DATE	GRADE
APRO 108 *Keyboarding/Desktop Publishing I*			*APRO 109* *Keyboarding/Desktop Publishing II* **Pre-requisites**: APRO 108 (C grade)		
APRO 120 *Effective Speaking for the Office*			*APRO 133* *Office Applications II* **Pre-requisites:** APRO 131 (C grade)		
APRO 125 *Office Communications I*			*APRO 145* *Bookkeeping II* **Pre-requisites:** APRO 140 (C grade)		
APRO 131 *Office Applications I*			*APRO 155* *Office Communications II* **Pre-requisites:** APRO 120& 125 (C grade)		
APRO 140 *Bookkeeping I*			*APRO 167* *Office Relations*		
APRO 180* *Work Experience I* **Co-requisites:** APRO 108, 120, 125, 131, 140 (C grades in each)			*APRO 190* *Work Experience II* **Pre-requisites:** APRO 109, 133, 145, 155, 167, 180 (C grades in each)		

*Includes customer service training during the semester, followed by work experience at the end of the semester.

CONTINUATION REQUIREMENTS:
- Students must achieve a minimum of a "C" grade in all courses

GRADUATION REQUIREMENTS:
To successfully complete the Administrative Office Professional Certificate, you must:
- Complete 12 specific Administrative Office Professional courses (10 academic courses plus 2 work experience courses).
- Achieve keyboarding skills at a minimum of 45 wpm with 90% accuracy.
- Achieve a minimum of a C cumulative GPA of 2.00.