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ID#: _____

Date Created: _____

Date Revised: _____

PROGRAM PLANNING GUIDE 2019-2020

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
<i>ACCT 111</i> <i>Introductory Accounting I</i>			<i>ACCT 113</i> <i>Introductory Accounting II</i> Prerequisite: 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 161</i> <i>Management Theory</i>			<i>ECON 201*</i> <i>Principles of Microeconomics</i>		
<i>MGMT 193</i> <i>Business Problems Software Applications</i>			<i>MGMT 243</i> <i>Human Resources Management</i>		
<i>MGMT 263</i> <i>Organizational Behaviour</i>			<i>MKTG 171</i> <i>Marketing</i>		

Year Two

FALL SEMESTER			WINTER SEMESTER		
COURSE	DATE	GRADE	COURSE	DATE	GRADE
<i>ECON 203*</i> <i>Principles of Macroeconomics</i>			<i>COMM 253</i> <i>Human Relations in the Workplace</i>		
<i>FINA 255</i> <i>Finance</i> Prerequisite: C- in ACCT 113 or ACCT 321			<i>MGMT 267</i> <i>Leadership Development</i> Prerequisite: C- in MGMT 161 or MGMT 263 & 2 nd year standing		
<i>MGMT 270</i> <i>The Entrepreneurial Experience</i>			<i>MGMT 268</i> <i>Business Integration</i> Prerequisite: C- in (ACCT 113 or ACCT 321) & MGMT 161 & 2 nd year standing		

MGMT 284 <i>Business Statistics I</i>			<u>One of:</u> COMM 250 <i>Oral Communications</i> ENTR 211 <i>Introduction to Entrepreneurship</i> MGMT 285 <i>Business Statistics</i> Prerequisite: C- in MGMT 284 MGMT 326 <i>Management Information Systems</i> Prerequisite: C- in ACCT 113 or ACCT 321		
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.

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	FNSV 200	MKTG 315
ACCT 215	FNSV 210	MKTG 325
ACCT 219	MGMT 285	MKTG 345
ACCT 276	MGMT 326	MKTG 355
COMM 250	MKTG 280	STAT 217
- Students are advised to refer to the MHC Academic Calendar regarding post-diploma degree completion opportunities.
- Students are advised that transferring to the University of Lethbridge Bachelor of Management program as part of the post-diploma transfer agreement will require completion of 21 additional courses (rather than 20) at the University of Lethbridge to fulfill their degree requirements. Students in the Management major of the Business Administration diploma are encouraged to select ACCT 215 (Managerial Accounting) as their business elective if they plan on transferring to the University of Lethbridge.
- 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

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