



Name: _____

ID#: _____

Date Created: _____

Date Revised: _____

PROGRAM PLANNING GUIDE 2021-2022

Administrative Office Professional Certificate

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 <i>Keyboarding/Desktop Publishing I</i> | | | APRO 109 <i>Keyboarding/Desktop Publishing II</i> Pre-requisites: APRO 108 (C grade) | | |
| APRO 120 <i>Effective Speaking for the Office</i> | | | APRO 133 <i>Office Applications II</i> Pre-requisites: APRO 131 (C grade) | | |
| APRO 125 <i>Office Communications I</i> | | | APRO 145 <i>Bookkeeping II</i> Pre-requisites: APRO 140 (C grade) | | |
| APRO 131 <i>Office Applications I</i> | | | APRO 155 <i>Office Communications II</i> Pre-requisites: APRO 120& 125 (C grade) | | |
| APRO 140 <i>Bookkeeping I</i> | | | APRO 167 <i>Office Relations</i> | | |
| APRO 180* <i>Work Experience I</i> Co-requisites: APRO 108, 120, 125, 131, 140 (C grades in each) | | | APRO 190 <i>Work Experience II</i> 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 97% accuracy.
- Achieve a minimum of a C cumulative GPA of 2.00.