



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

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

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

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

## PROGRAM PLANNING GUIDE 2021-2022

### 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	TERM	GRADE	COURSE	TERM	GRADE
<b>ACCT 111</b> <i>Introductory Accounting I</i>			<b>ACCT 113</b> <i>Introductory Accounting II</i> <b>Prerequisite:</b> C- in ACCT 111		
<b>COMM 140</b> <i>Communication in the Workplace</i>			<b>COMM 252</b> <i>Advanced Business Communications</i>		
<b>ECON 201</b> <i>Principles of Microeconomics</i>			<b>ECON 203</b> <i>Principles of Macroeconomics</i>		
<b>MGMT 161</b> <i>Management Theory</i>			<b>MGMT 243</b> <i>Human Resources Management</i>		
<b>MGMT 193</b> <i>Business Problems Software Applications</i>			<b>MKTG 171</b> <i>Marketing</i>		

#### Year Two

FALL SEMESTER			WINTER SEMESTER		
COURSE	TERM	GRADE	COURSE	TERM	GRADE
<b>FINA 255</b> <i>Finance</i> <b>Prerequisite:</b> C- in ACCT 113 or ACCT 321			<b>COMM 253</b> <i>Human Relations in the Workplace</i>		
<b>MGMT 263</b> <i>Organizational Behaviour</i>			<b>MGMT 267</b> <i>Leadership Development</i> <b>Prerequisite:</b> C- in MGMT 161 or MGMT 263 & 2 <sup>nd</sup> year standing		

<b>MGMT 270</b> <i>The Entrepreneurial Experience</i>			<b>MGMT 268</b> <i>Business Integration</i> <b>Prerequisite:</b> C- in (ACCT 113 or ACCT 321) & MGMT 161 & completion of 15 College level courses or permission from the Dean		
<b>MGMT 284</b> <i>Business Statistics I</i>			<b>MGMT 395</b> <i>Business Law</i>		
<b>Business Elective (Fall or Winter)</b> <i>See Note below</i>					
<b>Choose One of:</b>					
<b>ACCT 276</b> <i>Advanced Computerized Accounting</i> <b>Prerequisites:</b> C- in (ACCT 111 & MGMT 193) <u>or</u> APRO 145 <u>or</u> ACCT 321			<b>COMM 250</b> <i>Oral Communications</i>		
<b>ENTR 211</b> <i>Introduction to Entrepreneurship</i>			<b>MGMT 285</b> <i>Business Statistics II</i> <b>Prerequisite:</b> C- in MGMT 284		

**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	ACCT 276	FNSV 210	MKTG 251	MKTG 345
ACCT 215	COMM 250	MGMT 285	MKTG 315	MKTG 355
ACCT 219	FNSV 200	MGMT 326	MKTG 325	
- Students are advised to refer to the MHC Academic Calendar regarding post-diploma degree completion opportunities.
- 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