MEDICINE HAT COLLEGE

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

PROGRAM PLANNING GUIDE 2021-2022
Business Administration Diploma
Common First Year

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

CONTINUATION REQUIREMENTS:
- Prerequisite grades must be C- or higher.

NOTES:
- Following the completion of the common first year requirements, students are required to declare their major by filling out the Program Major Change form available online in the student dashboard. Available majors are listed on the Business Administration program website: https://www.mhc.ab.ca/ProgramsandCourses/Academic-Programs/Programs-of-Study/Business-Administration
- Students who:
    a. choose to take courses in a different configuration than shown above or;
    b. drop or fail a class or;
    c. want to take a course in the spring semester or from another institution

  should meet with their academic advisor for assistance.