MEDICINE HAT COLLEGE

PROGRAM PLANNING GUIDE 2023 - 2024
Administrative Office Management <u>Diploma</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

YEAR ONE:

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:** A minimum of a C grade APRO 108, 120, 125, 131, 140			**APRO 190** Work Experience II **Prerequisite:** APRO 180 **Corequisite:** A minimum of a C grade in APRO 109 & APRO 133 & APRO 145 & APRO 155 & APRO 167		

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

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

OVER →

YEAR TWO:

FALL SEMESTER			WINTER SEMESTER		
COURSE	DATE	GRADE	COURSE	DATE	GRADE
MGMT 161 Management Theory			**MGMT 243** Human Resource Management		
MGMT 193 Business Problems Software Applications			**MGMT 267** Leadership Development **Prerequisite:** MGMT 161		
COMM 140 Communication in the Workplace			**MKTG 171** Marketing		
Elective See list below			**MKTG 251** Digital Design for Marketing		
OMGT 235 Work Experience III **Prerequisite:** A minimum of a C grade in APRO 190 or OTEC 190 and acceptance into the Administrative Office Management Diploma program.			**OMGT 237** Work Experience IV **Prerequisite:** A minimum of a C grade in OMGT 235 and acceptance into the Administrative Office Management Diploma program.		

APPROVED ELECTIVES:

ACCT 276
Advanced Computerized Accounting
MGMT 263
Organizational Behaviour

MGMT 270
The Entrepreneurial Experience
MGMT 395
Business Law

CONTINUATION REQUIREMENTS:

- Generally, prerequisite grades must be "C-"or higher; however some classes require a higher grade. Check course descriptions for individual courses. In Administrative Office Professional (APRO) courses and Administrative Office Management (OMGT) courses, you must have a minimum of a "C" grade as a prerequisite for the next level.

GRADUATION REQUIREMENTS:

To successfully complete the Administrative Office Management diploma, you must:

- Successfully complete the Administrative Office Professional Certificate plus the 10 second year courses as outlined.
- Attain a minimum cumulative GPA of 2.0.
- Obtain no more than one D or D+ grade in the second year of the diploma.
- Obtain a minimum "C" grade in OMGT 235 and OMGT 237.