



Name: _____

ID#: _____

Date Created: _____

Date Revised: _____

PROGRAM PLANNING GUIDE 2023-2024

Business Administration Diploma

Accounting 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
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		

Year Two

FALL SEMESTER			WINTER SEMESTER		
COURSE	TERM	GRADE	COURSE	TERM	GRADE
ACCT 211 Intermediate Accounting I Prerequisite: C- in ACCT 113 or ACCT 321			ACCT 213 Intermediate Accounting II Prerequisite: C- in ACCT 211		
ACCT 276 Advanced Computerized Accounting Prerequisite: C- in (ACCT 111 & MGMT 193) or ACCT 321 or APRO 145			ACCT 215 Managerial Accounting Prerequisite: C- in ACCT 113 or ACCT 321		
MGMT 263 Organizational Behavior			FINA 255 Finance Prerequisite: C- in ACCT 113 or ACCT 321		

MGMT 284 Business Statistics I			MGMT 268 Business Integration Prerequisite: C- in (ACCT 113 or ACCT 321) & MGMT 161 & completion of 15 College level courses or permission from the Dean		
MGMT 395 Business Law			MGMT 285 Business Statistics II Prerequisite: C- in MGMT 284		

CONTINUATION REQUIREMENTS:

- **Prerequisite grades must be C- or higher.** Please note that the minimum grades listed are for MHC graduation requirements only. If you are pursuing an accounting designation or a degree, you must check with the designation of your choice for minimum grade requirements.

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.
- Students are advised to refer to the MHC Academic Calendar regarding post-diploma degree/certificate 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.
- 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