



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

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

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

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

**PROGRAM PLANNING GUIDE 2024-2025**  
**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
<b>APRO 108</b> Keyboarding/Desktop Publishing I			<b>APRO 109</b> Keyboarding/Desktop Publishing II <b>Pre-requisites:</b> APRO 108 (C grade)		
<b>APRO 125</b> Office Communications I			<b>APRO 133</b> Office Applications II <b>Pre-requisites:</b> APRO 131 (C grade)		
<b>APRO 131</b> Office Applications I			<b>APRO 145</b> Bookkeeping II <b>Pre-requisites:</b> APRO 140 (C grade)		
<b>APRO 140</b> Bookkeeping I			<b>APRO 155</b> Office Communications II <b>Pre-requisites:</b> APRO125 (C grade)		
<b>APRO 167</b> Office Relations			<b>APRO 210</b> Payroll Compliance Legislation		
			<b>APRO 190</b> Work Experience <b>Prerequisite:</b> C grade in APRO 167 <b>Corequisite:</b> A minimum of a C grade in APRO 109, APRO 133, APRO 145, APRO 155 & APRO 210		

**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:

- Achieve keyboarding skills at a minimum of 45 wpm with 97% accuracy.
- Achieve a minimum cumulative GPA of 2.00.

For more information or assistance with your program, please contact  
Academic Advising at 403-529-3819