



MEDICINE HAT
COLLEGE

Name: _____

ID#: _____

Date Created: _____

Date Revised: _____

Program Completion Date: _____

PROGRAM PLANNING GUIDE 2025-2026

Administrative Office Management Diploma

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 [3 credits] (lecture/lab) Keyboarding/Desktop Publishing I			APRO 109 [3 credits] (lecture/lab) Keyboarding/Desktop Publishing II Pre-requisites: APRO 108 (C grade)		
APRO 125 [4 credits] (lecture) Office Communications I			APRO 137 [4 credits] (lecture/lab) Advanced Excel Pre-requisites: APRO 135 (C grade)		
APRO 135 [4 credits] (lecture/lab) Advanced Word and PowerPoint			APRO 145 [4 credits] (lecture/lab) Bookkeeping II Pre-requisites: APRO 140 (C grade)		
APRO 140 [3 credits] (lecture) Bookkeeping I			APRO 155 [4 credits] (lecture) Office Communications II Pre-requisites: APRO125 (C grade)		
APRO 167 [3 credits] (lecture) Office Relations			APRO 210 [3 credits] (lecture) Payroll Compliance Legislation		
			APRO 190 [4 credits] (practicum – 140 hours/4 weeks approximately) Work Experience Prerequisite: C grade in APRO 167 Corequisite: A minimum of a C grade in APRO 109, APRO 137, APRO 145, APRO 155 & APRO 210		

PROGRAM PROGRESSION:

- Students must achieve a minimum of a “C” (60%) grade in **ALL** first-year courses.

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

Last Updated March 2025

YEAR TWO

Fall Semester			Winter Semester		
COURSE	DATE	GRADE	COURSE	DATE	GRADE
APRO 200 [3 credits] (lecture/lab) Payroll Fundamentals I Prerequisite: APRO 210 (minimum C grade)			APRO 220 [3 credits] (lecture/lab) Payroll Fundamentals II Prerequisites: APRO 210 (minimum C grade) and APRO 200 (minimum C grade)		
MGMT 161 [3 credits] (lecture) Management Theory			MGMT 263 [3 credits] (lecture) Organizational Behaviour		
MGMT 220 [3 credits] (lecture) Project Management			MGMT 267 [3 credits] (lecture) Leadership Development Prerequisite: MGMT 161		
MGMT 243 [3 credits] (lecture) Human Resource Management			MKTG 251 [3 credits] (lecture/lab) Digital Design for Marketing		
MKTG 171 [3 credits] (lecture) Marketing			BUSINESS ELECTIVE-Choose ONE of: COMM 250 [3 credits] (lecture) MGMT 395 [3 credits] (lecture) MKTG 345 [3 credits] (lecture)		

Spring Semester	DATE	GRADE
OMGT 235 [6 credits] (practicum) Work Experience Prerequisite: A CR (credit) grade in APRO 190		

PROGRAM PROGRESSION:

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 Courses (APRO), 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 with an overall GPA of 2.0 plus the 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 “CR” (Credit) in OMGT 235

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