



MEDICINE HAT
COLLEGE

Name: _____

ID#: _____

Date Created: _____

Date Revised: _____

Program Completion Date: _____

PROGRAM PLANNING GUIDE 2025-2026

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 [3 credits] Introductory Accounting I			ACCT 113 [3 credits] Introductory Accounting II Prerequisite: C- in ACCT 111		
COMM 140 [3 credits] Communication in the Workplace			COMM 252 [3 credits] Advanced Business Communications Prerequisite: C- in COMM 140		
ECON 201 [3 credits] Principles of Microeconomics			ECON 203 [3 credits] Principles of Macroeconomics		
MGMT 161 [3 credits] Management Theory			MGMT 243 [3 credits] Human Resources Management		
MGMT 193 [4 credits] (lab) Business Problems Software Applications			MKTG 171 [3 credits] Marketing		

PROGRAM PROGRESSION:

- Prerequisite grades must be C- or higher.
- Students are encouraged to look ahead to prerequisite requirements in the 2nd year of the program (major dependent)

NOTES:

- Following the completion of the common first year requirements, students are required to declare their major by filling out the **Program Major Change request available online on the Student Dashboard**. Available majors are accounting, management, marketing, and financial services.
- 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 semestershould meet with their academic advisor for assistance.