



**MEDICINE HAT  
COLLEGE**

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

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

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

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

**Program Completion Date:** \_\_\_\_\_

## **PROGRAM PLANNING GUIDE 2026-2027**

### **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**

<b>Fall Semester</b>			<b>Winter Semester</b>		
<b>COURSE</b>	<b>DATE</b>	<b>GRADE</b>	<b>COURSE</b>	<b>DATE</b>	<b>GRADE</b>
<b>APRO 108 [3 credits] (lecture/lab)</b> Keyboarding/Desktop Publishing I			<b>APRO 109 [3 credits] (lecture/lab)</b> Keyboarding/Desktop Publishing II <b>Pre-requisites:</b> APRO 108 (C grade)		
<b>APRO 125 [3 credits] (lecture)</b> Office Communications I			<b>APRO 137 [4 credits] (lecture/lab)</b> Advanced Excel <b>Pre-requisites:</b> APRO 135 (C grade)		
<b>APRO 135 [4 credits] (lecture/lab)</b> Advanced Word and PowerPoint			<b>APRO 145 [4 credits] (lecture/lab)</b> Bookkeeping II <b>Pre-requisites:</b> APRO 140 (C grade)		
<b>APRO 140 [3 credits] (lecture)</b> Bookkeeping I			<b>APRO 155 [4 credits] (lecture)</b> Office Communications II <b>Pre-requisites:</b> APRO125 (C grade)		
<b>APRO 167 [3 credits] (lecture)</b> Office Relations			<b>APRO 210 [3 credits] (lecture)</b> Payroll Compliance Legislation		
			<b>APRO 190 [4 credits] (practicum – 140 hours/4 weeks approximately)</b> <b>Work Experience</b> <b>Prerequisite:</b> C grade in APRO 167 <b>Corequisite:</b> 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 2026

## YEAR TWO

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

Spring Semester	DATE	GRADE
<b>OMGT 235 [6 credits] (practicum)</b> <b>Work Experience</b> <b>Prerequisite:</b> A CR (credit) in APRO 190, and a minimum C-grade in APRO 200, APRO 220, MGMT 220, and MKTG 251		

### PROGRAM PROGRESSION:

Generally, prerequisite grades must be a “C-” (56% - 59%) 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” (60% - 63%) as a prerequisite for the next level of first-year course. For second-year courses, a minimum C- grade is required for courses that are prerequisites for other courses.

### GRADUATION REQUIREMENTS:

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

- Successfully complete the first year Administrative Office Professional Certificate with an overall GPA of 2.0 (60% - 63%) plus the second-year courses as outlined.
- Attain a minimum cumulative GPA of 2.0 (60% - 63%).
- 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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