



Student Name: _____

ID#: _____

Date: _____

Revision Date: _____

PROGRAM PLANNING GUIDE 2015 – 2016

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 student's responsibility to ensure the accuracy of 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 (print) version of the Medicine Hat College Calendar.

Year One – Administrative Office Professional Certificate or Office Technology Certificate

Year Two

FALL SEMESTER			WINTER SEMESTER		
COURSE	DATE	GRADE	COURSE	DATE	GRADE
MGMT 161 <i>Management Theory</i>			GTAM 214 <i>Event Management</i>		
MGMT 193 <i>Business Problems Software Applications</i>			MGMT 243 <i>Human Resource Management</i>		
MGMT 263 <i>Organizational Behaviour</i>			MGMT 267 <i>Leadership Development</i> <i>Prerequisite: MGMT 161 or MGMT 263 & second year standing</i>		
OMGT 235 <i>Work Experience III</i> <i>Prerequisite: A minimum of a C grade in APRO 190 or OTEC 190 and acceptance into the Administrative Office Management Diploma program.</i>			OMGT 237 <i>Work Experience IV</i> <i>Prerequisite: A minimum of a C grade in OMGT 235 and acceptance into the Administrative Office Management Diploma program.</i>		
Elective*			Elective*		

*Approved Electives

- ACCT 111 Introductory Accounting I
- ACCT 113 Introductory Accounting II
- ACCT 276 Advanced Computerized Accounting (recommended elective)
- MKTG 171 Marketing
- MKTG 206 Advertising and Promotions
- MKTG 208 Professional Selling Skills

GRADUATION REQUIREMENTS:

- Successful completion of the Administrative Office Professional Certificate plus the 10 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 minimum "C" grade in OMGT 235 and OMGT 237.