



PROGRAM PLANNING GUIDE 2016 - 2017
Business Administration Diploma
Management Major

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 (print) 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
ACCT 111 <i>Introductory Accounting I</i> Minimum of C- required for ACCT 113, ACCT 215, & ACCT 276			ACCT 113 <i>Introductory Accounting II</i> Prerequisite: C- in ACCT 111 Minimum of C- required for ACCT 211, ACCT 219, FINA 255, MGMT 268 & MGMT 326		
COMM 140 <i>Communication in the Workplace</i>			COMM 252 <i>Advanced Business Communications</i>		
GNED 230 <i>Citizenship Without Borders</i>			ECON 201 <i>Principles of Microeconomics</i>		
MGMT 161 <i>Management Theory</i> Minimum of C- required for MGMT 267 & MGMT 268			MGMT 243 <i>Human Resources Management</i>		
MGMT 193 <i>Business Problems Software Applications</i> Minimum of C- required for ACCT 276			MKTG 171 <i>Marketing</i> Minimum of C- required for MKTG 280, MKTG 315, MKTG 325		

Year Two

FALL SEMESTER			WINTER SEMESTER		
COURSE	DATE	GRADE	COURSE	DATE	GRADE
ECON 203 <i>Principles of Macroeconomics</i>			COMM 253 <i>Human Relations in the Workplace</i>		
MGMT 263 *** <i>Organizational Behaviour</i>			FINA 255 <i>Finance</i> Prerequisite: C- in ACCT 113 or ACCT 321		
MGMT 270 <i>The Entrepreneurial Experience</i>			MGMT 267 <i>Leadership Development</i> Prerequisite: C- in MGMT 161 or MGMT 263 & 2 nd yr standing Corerequisite: MGMT 263		

***Completed in China. Grade not high enough for Pre-requisite requirement of MGMT 267

MGMT 284 Business Statistics I			MGMT 268 Business Integration <i>Prerequisites: C- in ACCT 113 or ACCT 321 & MGMT 161 & 2nd yr standing</i>		
MGMT 395 Business Law			Business Elective <i>(see note 3 & 5)</i>		

NOTES

1. **ECON 201 and ECON 203 may be taken in any order.**
2. **Prerequisite grades must be C- or higher.** Please note that the minimum grades listed are for MHC graduation requirements only. If you are pursuing an accounting designation or a degree, you must check with the designation of your choice for minimum grade requirements.
3. **Business Electives for the Management major must be chosen from the following (with permission of the Program Coordinator, a student may take an elective course from outside this list):**
 - ACCT 211, 215, 219, 276
 - FNSV 200, 210
 - MKTG 280, 315, 325, 345, 355
 - MGMT 326
4. 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 semester or from another institution should meet with their academic advisor for assistance.
5. Students who choose to transfer to the University of Lethbridge Bachelor of Management program (all majors **other than** Accounting) are required to take ACCT 215 to fill their Business Elective to ensure that they meet the appropriate pre-requisites for the degree program.

GRADUATION REQUIREMENTS:

- Complete a minimum of 20 courses – the 19 required Business Administration courses and an approved elective.
- Complete a minimum cumulative GPA of 2.0.