



Student Name: _____

ID#: _____

Date: _____

Revision Date: _____

PROGRAM PLANNING GUIDE 2016 – 2017
Business Administration Diploma
Administrative Office Professional 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
APRO 108 <i>Keyboarding/Desktop Publishing I</i>			APRO 109 <i>Keyboarding/Desktop Publishing I</i> <i>Pre-requisites: APRO 108 – C grade</i>		
APRO 120 <i>Effective Speaking for the Office</i>			APRO 133 <i>Office Applications II</i> <i>Pre-requisites: APRO 131 – C grade</i>		
APRO 125 <i>Office Communications I</i>			APRO 145 <i>Bookkeeping II</i> <i>Pre-requisites: APRO 140 – C grade</i>		
APRO 131 <i>Office Applications I</i>			APRO 155 <i>Office Communications II</i> <i>Pre-requisites: APRO 120, 125 – C grades</i>		
APRO 140 <i>Bookkeeping I</i>			APRO 167 <i>Office Relations</i>		
APRO 180* <i>Work Experience I</i> <i>Co-requisites: APRO 108, 120, 125, 131, 140 – C grades</i>			APRO 190** <i>Work Experience II</i> <i>Pre-requisites: APRO 109, 133, 145, 155, 167, 180 - C grades</i>		

Students must achieve a minimum of a C grade in all APRO courses.

Year Two

FALL SEMESTER			WINTER SEMESTER		
COURSE	DATE	GRADE	COURSE	DATE	GRADE
ACCT 111 <i>Introductory Accounting I</i> <i>Minimum of C- required for ACCT 113, ACCT 215 & ACCT 276</i>			ACCT 113 <i>Introductory Accounting II</i> <i>Prerequisite: C- in ACCT 111</i> <i>Minimum of C- required for ACCT 211, ACCT 219, FINA 255 & MGMT 268</i>		

GNED 230 <i>Citizenship Without Boarders</i>			COMM 252 <i>Advanced Business Communications</i>		
MGMT 161 <i>Management Theory</i> <i>Minimum of C- required for</i> <i>MGMT 267 & MGMT 268</i>			ECON 201 Microeconomics or ECON 203 Macroeconomics		
MGMT 193 <i>Business Problems Software Applications</i> <i>Minimum of C- required for</i> <i>ACCT 276</i>			MGMT 243 <i>Human Resources Management</i>		
Business Elective – See Note 3			MKTG 171 <i>Marketing</i> <i>Minimum of C- required for</i> <i>MKTG 315 & MKTG 325</i>		

NOTES

- 1. Prerequisite grades must be C- or higher.** Please note that the minimum grades listed are for MHC graduation requirements only.
- 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.
- Approved Electives:

ACCT 211, ACCT 213, ACCT 215, ACCT 219, ACCT 276
ECON 201, ECON 203
FINA 255
FNSV 200, FNSV 210
MGMT 263, MGMT 267, MGMT 268, MGMT 284, MGMT 395
MKTG 206, MKTG 208, MKTG 271, MKTG 272, MKTG 280

**With permission of the Program Coordinator, you may take an elective course from outside this list. Please contact your Academic Advisor for more information

- This major is not eligible for the same transfer opportunities available to other Business Administration majors. See your academic advisor for more information.

GRADUATION REQUIREMENTS:

- Complete a minimum of 22 required courses.
- Attain a minimum cumulative GPA of 2.0.
- Obtain at least a C grade in all APRO courses.