



Name: _____

ID#: _____

Date Created: _____

Date Revised: _____

PROGRAM PLANNING GUIDE 2018– 2019

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: 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> | | | MGMT 243 <i>Human Resource Management</i> | | |
| MGMT 193 <i>Business Problems Software Applications</i> | | | MGMT 267 <i>Leadership Development</i> Prerequisite: MGMT 161 or MGMT 263 & second year standing | | |
| COMM 140 <i>Communication in the Workplace</i> | | | MKTG 171 <i>Marketing</i> | | |
| OMGT 235 <i>Work Experience III</i> Prerequisite: A minimum of a C grade in APRO 190 or OTEC 190 and acceptance into the Administrative Office Management Diploma program. | | | OMGT 237 <i>Work Experience IV</i> Prerequisite: A minimum of a C grade in OMGT 235 and acceptance into the Administrative Office Management Diploma program. | | |
| Elective* | | | Elective* | | |

*Approved Electives – Elective choices from outside the list below must be pre-approved by the Program Coordinator

ACCT 111 – Introductory Accounting I
 ACCT 113 – Introductory Accounting II
 ACCT 276* - Advanced Computerized Accounting
 FNSV 210 – Personal Investing
 ITEC 190 – Web Development I
 MGMT 270 – The Entrepreneurial Experience
 MGMT 395 – Business Law

MKTG 315 – Science of Persuasion
 MKTG 325 – Evidence-Based Marketing
 MKTG 345 – Managing Marketing Relationships
 MKTG 355 – Creating Brand Intelligence
 PSYC 205 – Principles of Psychology
 SOCI 201 – Introductory Sociology

*Recommended Elective

For more information or assistance with your program, please contact
 Academic Advising at 403 529-3819

Last Updated April 2, 2018

CONTINUATION REQUIREMENTS:

- Generally, prerequisite grades must be “C-“or higher; however some classes require a higher grade. Check course descriptions for individual courses. In Administrative Office Professional (APRO) courses and Administrative Office Management (OMGT) courses, you must have a minimum of a “C” grade as a prerequisite for the next level.

GRADUATION REQUIREMENTS:

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

- Successfully complete the Administrative Office Professional Certificate/Office Technology 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.