



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

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

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

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

## PROGRAM PLANNING GUIDE 2019-2020

### Business Administration Diploma

#### Common First Year

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

FALL SEMESTER			WINTER SEMESTER		
COURSE	DATE	GRADE	COURSE	DATE	GRADE
<i>ACCT 111</i> <i>Introductory Accounting I</i>			<i>ACCT 113</i> <i>Introductory Accounting II</i> <b>Prerequisite:</b> C- in ACCT 111		
<i>COMM 140</i> <i>Communication in the Workplace</i>			<i>COMM 252</i> <i>Advanced Business Communications</i>		
<i>MGMT 161</i> <i>Management Theory</i>			<i>ECON 201*</i> <i>Principles of Microeconomics</i>		
<i>MGMT 193</i> <i>Business Problems Software Applications</i>			<i>MGMT 243</i> <i>Human Resources Management</i>		
<i>MGMT 263</i> <i>Organizational Behaviour</i>			<i>MKTG 171</i> <i>Marketing</i>		

\*ECON 201 and ECON 203 may be taken in any order

#### CONTINUATION REQUIREMENTS:

- Prerequisite grades must be C- or higher.

#### GRADUATION REQUIREMENTS:

- Complete a minimum of 20 required Business Administration courses and approved electives.
- Complete a minimum cumulative GPA of 2.0.

#### NOTES:

- Following the completion of the common first year requirements, students are required to declare their major (Accounting, Financial Services, Management or Marketing) by filling out the Program Major Change form available on the online student dashboard.
- Students who:
  - choose to take courses in a different configuration than shown above or;
  - drop or fail a class or;
  - want to take a course in the spring semester or from another institution
 should meet with their academic advisor for assistance.