MEDICINE HAT COLLEGE

Name: _____
ID#: _____
Date Created: _____
Date Revised: _____

PROGRAM PLANNING GUIDE 2024 - 2025
Administrative Office Management <u>Diploma</u>

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**
APRO 108 Keyboarding/Desktop Publishing I			**APRO 109** Keyboarding/Desktop Publishing II **Pre-requisites**: APRO 108 (C grade)		
APRO 125 Office Communications I			**APRO 133** Office Applications II **Pre-requisites:** APRO 131 (C grade)		
APRO 131 Office Applications I			**APRO 145** Bookkeeping II **Pre-requisites:** APRO 140 (C grade)		
APRO 140 Bookkeeping I			**APRO 155** Office Communications II **Pre-requisites:** APRO 125 (C grade)		
APRO 167 Office Relations			**APRO 210** Payroll Compliance Legislation		
			APRO 190 Work Experience **Prerequisite: C grade in APRO 167** **Corequisite: A minimum of a C grade** in APRO 109, APRO 133, APRO 145, APRO 155 & APRO 210		

CONTINUATION REQUIREMENTS:
- Students must achieve a minimum of a "C" grade in all courses

OVER →

YEAR TWO:

FALL SEMESTER			WINTER SEMESTER		
COURSE	DATE	GRADE	COURSE	DATE	GRADE
APRO 200 Payroll Fundamentals I			**APRO 220** Payroll Fundamentals II **Prerequisite**: APRO 200		
MGMT 161 Management Theory			**MGMT 263** Organizational Behaviour		
MGMT 220 Project Management			**MGMT 267** Leadership Development **Prerequisite:** MGMT 161		
MGMT 243 Human Resource Management			**MKTG 251** Digital Design for Marketing		
MKTG 171 Marketing			**BUSINESS ELECTIVE-Choose ONE of:** **COMM 140, COMM 250, FNSV 210, MGMT 395, MKTG 345**		

SPRING SEMESTER	DATE	GRADE
OMGT 235 Work Experience **Prerequisite:** A CR (credit) grade in APRO 190 and acceptance into the Administrative Office Management Diploma program.		

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 courses(APRO), 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 with an overall GPA of 2.0 plus the 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 "CR" in OMGT 235