

ADMINISTRATIVE PROFESSIONAL CERTIFICATE
DONALD SCHOOL OF BUSINESS, SCIENCE AND TECHNOLOGY

UPDATED: April 2022

You are responsible for ensuring that your registration is complete and appropriate and that your course choices comply with the program to which you have been admitted at Red Deer Polytechnic and/or to the university to which you wish to transfer (if applicable). You are cautioned that any changes to your courses, your major or your transfer destination may adversely affect your transferable credit (if applicable), admission requirements for future programs, or eligibility to graduate from Red Deer Polytechnic. Please consult with an Advisor if you have any questions.

Students in university transfer programs are strongly advised to refer to the calendar of the university to which they wish to transfer and should contact appropriate university departments as required.

ADMISSION REQUIREMENTS AND PROGRAM DESCRIPTION

- See the [Academic Calendar](#)

WHAT IS THIS GUIDE?

- This is an Academic Planning Guide, prepared by the Student Connect Centre to help you register for courses towards your desired program.
- If you are transferring to another institution to complete your program, we strongly advise that you read the Academic Calendar of your destination institution for full information.

GRADUATION REQUIREMENTS:

- You must pass all courses and achieve a minimum cumulative GPA of 2.00.

WHAT IS A TERM? TERMS ARE THE PERIOD IN WHICH YOUR STUDIES TAKE PLACE. AT RDP, WE OFFER FOUR TERMS.

- Fall term (September through December)
- Winter Term (January through April)
- Spring term (May through June): The Spring term is a condensed term with limited course offerings. Your practicum will be taken in this term.
- Summer Term (July through August): Summer term is an optional, condensed term. Course offerings are limited.

HOW MANY COURSES SHOULD I TAKE A TERM?

- The traditional path you will see is 5 courses in the Fall term, 6 courses in the Winter term and 1 practicum in the Spring. This will be different for students who begin in the Winter term (see course sequence below).
- We encourage you to find the best course load for you to be successful in your courses and your program!
- When determining your course load keep your funding in mind, if applicable. For course load requirements for funding purposes, please visit www.rdpolytech.ca/psfunding.

WHAT HAPPENS IF I TAKE LESS THAN THE RECOMMENDED COURSE LOAD?

- You may need an extra term or year to complete your program.

WHAT IF I COMPLETED COURSES AT ANOTHER POST-SECONDARY INSTITUTION?

Once you are admitted to RDP, you can then apply to have your post-secondary courses assessed for transfer credit through our [Recognition of Prior Learning Office](#). Once admitted to RDP you can complete an [RPL application form](#), provide the Polytechnic Assessors with any and all transcripts, course outlines/descriptions, or other documentation necessary to support your PLAR application.

NOTE: To qualify for a Red Deer Polytechnic program credential, students must complete at least 50% of the credit requirements for the credential through enrolment in RDP courses.

REGISTRATION AND PROGRAM AUDIT

- Refer to the **Registration** tab on your Loop account to view **Registration Tips and Tricks** for information on:
 - Registering in classes
 - Waitlisting
 - Checking Prerequisites and Corequisites
 - Courses listed as **prerequisites** must be completed before you start the course in question.
 - Courses listed as **co-requisites** must be taken at the same time as the course in question.
 - Viewing Your Schedule
 - And much more!
- You can also see for yourself exactly which criteria each course will meet, by using Grad Tracker. To access this, log in to the Loop and select Online Services→Student Services→Grad Tracker.
- After you have completed your registration, if you would like an advisor to review your registration please submit a [Registration Review Form](#).

WHAT IS HYFLEX DELIVERY?

- Each class session is offered on site, online real time and online any time. Students can choose how they attend each class session.

GRADUATION CHECKLIST AND RECOMMENDED COURSE SEQUENCE

STUDENTS STARTING IN THE FALL TERM

REQUIREMENT	PREREQUISITE(S)	COMMENTS	DONE
FALL TERM			
APRO 100 (3 credits)	Information Processing I	Offered in Fall term only	
APRO 110 (3 credits)	Document Processing I	Offered in Fall term only	
APRO 126 (6 credits)	Basic Accounting	Offered in Fall term only	
APRO 130 (3 credits)	Office Systems I	Offered in Fall term only	
COMM 150 (3 credits)	Fundamentals of College & Workplace Writing	See Important Note 1 Below.	

WINTER TERM				
APRO 101 (3 credits)	Spreadsheet Fundamentals		Offered in Winter term only	
APRO 102 (3 credits)	Computer Essentials		Offered in Winter term only	
APRO 111 (3 credits)	Document Processing II	APRO 100 and APRO 110	Offered in Winter term only	
APRO 131 (3 credits)	Office Systems II	APRO 100, APRO 110 and APRO 130	Offered in Winter term only	
APRO 135 (3 credits)	Introduction to Industry Sectors		Offered in Winter term only	
APRO 160 (3 credits)	Personal Leadership		Offered in Winter term only	
SPRING TERM				
APRO 170 (3 credits)	Practicum 120 hours, approx. 6 weeks	All courses must be completed, with a minimum GPA of 2.0, with no grade lower than a D		

STUDENTS STARTING IN THE WINTER TERM

Students who start in the Winter have an additional term, so they will not complete the program in a year.

WINTER TERM 1		FALL TERM 2	
COURSE	DONE	COURSE	DONE
APRO 101		APRO 100	
APRO 102		APRO 110	
APRO 160		APRO 126	
COMM 150		APRO 130	
WINTER TERM 3		SPRING TERM 4	
COURSE	DONE	COURSE	DONE
APRO 111		APRO 170	
APRO 131			
APRO 135			

IMPORTANT NOTES

1. COMM 150 requirement may be waived if previously completed ENGL 219 or COMM 250 – contact the [Student Connect Centre](#) for further information.
2. It is to your advantage to have computer proficiency before entering the Program.
3. Applicants are advised that they may be required to provide a Police Information Check for some agencies where they will be placed for practicum. The existence of a criminal record may affect practicum placement and program completion therefore impact future employment prospects.
4. You are responsible for ensuring that your registration is complete and appropriate and that your course choices comply with the program to which you have been admitted at Red Deer Polytechnic and/or to the university to which you wish to transfer (if applicable).
5. Completion of the Administrative Professional Certificate transfers 3 courses into the Business Certificate.

- Completion of the Administrative Professional Certificate grants 10 credits for: an Accounting course, BADM 204 or ESB 2204: Interpersonal Skills (3 credits) and BADM 210 or BUS 1210: Business Technology 1 (3 credits) towards the Business Certificate.

TRANSFER INFORMATION

- The Administrative Professional Certificate transfers to all Office Administration Diploma Programs in colleges in Alberta.
- Two Administrative Professional Certificate courses are equivalent to courses offered from the Canadian Institute of Bookkeeping as part of their Certified Bookkeeper credential. See additional information regarding this program at the [CIBCB website](#).

CONTACT INFORMATION AND HELPFUL RESOURCES

Red Deer Polytechnic Student Connect Centre	studentconnect@rdpolytech.ca www.rdpolytech.ca/SCC 403.342.3254
Red Deer Polytechnic website	rdpolytech.ca
Transfer Alberta Guide	transferalberta.alberta.ca