

Administrative Assistant

Overview

- Eighteen-week certificate program
- Four-week practicum
- Entry dates vary by campus:
 - Notre Dame Campus, Winnipeg, Manitoba - [full-time](#) (in-person hybrid*) | [part-time](#)
 - Interlake Campus, Selkirk, Manitoba - [full-time](#) (online) | [part-time](#)
 - Peguis-Fisher River Campus, Peguis, Manitoba - [full-time](#) (online)
 - Portage Campus, Portage la Prairie, Manitoba - [full-time](#) (online hybrid*) | [part-time](#)
 - Steinbach Campus, Steinbach, Manitoba - [full-time](#) (in-person hybrid*) | [part-time](#)
 - Winkler Campus, Winkler, Manitoba - [full-time](#) (online hybrid*) | [part-time](#)

** In-person hybrid programs are delivered primarily in person, with some components delivered online. Online hybrid programs are delivered primarily online, with some components delivered in person.*

Description

This program focuses on the administrative and technical skills needed to meet the demands of the current and emerging office environment. The program provides both the theory and practice for you to succeed in an entry-level administrative position.

After successful completion of the program you will be knowledgeable in business office software, administrative procedures, communication, teamwork, and problem-solving.

Admission Requirements

Your Academic History

If your academic history includes any of the following, please visit [My Education](#) for important information: post-secondary studies at an institution other than Red River College Polytechnic; Modified (M), English as an Additional Language (E), or GED high school courses; or home schooling; international secondary (high school) studies.

The college requires transcripts verifying your complete academic history including any public or private high school, college, university, or technical institute you have attended.

Please check the [Program Overview](#) page, to see if this program is for Manitoba residents only.

DOCUMENT SUBMISSION

Upload Through Your Future Student Account

- Scan your document(s) and save the file. Ensure you keep your original documents as the College may request to see them at any time.
- Go to [apply.rrc.ca](#) and log in.
- Click on your application, then Supplemental Items & Documents.

Submission of required documentation indicating proof of completion of admission requirements is due within 15 days of applying unless otherwise noted in the program's admission requirements.

Regular Admission Requirements

1. Grade 12

- Submit proof of successful completion of or enrolment in Grade 12, including one credit in each of the following:
 - Grade 12 English (40S)
 - Grade 12 Math (40S)
- If you provide proof of enrolment, your official final grades indicating successful completion must be submitted by July 15 for fall enrolment or by the deadline specified in your admission letter.
- If you completed your education outside of Canada or the United States, do not submit your international academic credentials until requested to do so. See Regular Admission Requirement 2 for more information.
and

2. English Language Requirements (ELRs)

- Have you successfully completed the equivalent of three years of full-time secondary (high school) education in Canada, the United States, or an [ELR exempt country](#) where English was the language of instruction? To view a list of ELR exempt countries [click here](#).
 - If yes, you appear to meet English language requirements. Submit your transcripts within 15 days of applying for verification purposes.
or
 - If no, you are required to submit proof of meeting an [English language requirements option](#). If you choose to complete an English language assessment, review this program's approved assessments and required levels For information [click here](#).
or
 - If you completed all of your education in Canada, the United States, or an [ELR exempt country](#) in English but did not complete three years of high school, submit your transcripts within 15 days of applying for review.
- If you apply within six weeks of the start date of the program, this item is due within 5 days of applying.
- Approved English language assessments and required levels for this program are:
 - Language Instruction for Newcomers to Canada (LINC) Certificate - exit Canadian Language Benchmark (CLB) levels from an English as a second language (ESL) program:
Listening 8, Speaking 8, Reading 8, Writing 8
or
 - International English Language Testing System (IELTS - Academic):
Listening 6.5, Speaking 6.5, Reading 6.5, Writing 6.5
or
 - [Canadian Test of English for Scholars and Trainees \(CanTEST\)](#):
Listening 4.5, Speaking 4.5, Reading 4.5, Writing 4.5
 - If completing an assessment, we strongly advise you complete it before submitting your application to ensure you meet language requirements and can submit your results within 30

days of applying.

- Assessment results must be dated within two years of your application date.
- After confirming you've met English language requirements through your assessment results, the College will send you an e-mail requesting submission of your transcripts.

Mature Student Admission Requirements

If you are 19 years of age or older and have been out of high school for a minimum of one year at time of application, and you do not meet the regular admission requirements, you may apply under the Mature Student admission requirements.

- Academic Requirement
 - High school graduation is not required, but you must have successfully completed or be enrolled in:
 - one credit in each of the following courses:
 - Grade 12 English (40S)
 - Grade 12 Math (40S)
 - If you provide proof of enrolment, your official final grades indicating successful completion must be submitted by July 15 for fall enrolment or by the deadline specified in your admission letter.
 - If you completed your education outside of Canada or the United States, do not submit your international academic credentials until requested to do so. See Regular Admission Requirement 2 for more information.

or

- Introduction to Business Program

and

- Meet Regular Admission Requirement 2

English Language Assessments

⚠ The College reserves the right to modify this information without notice or prejudice.

🕒 ASSESSMENT RESULTS MUST BE DATED NO MORE THAN TWO YEARS PRIOR TO YOUR APPLICATION DATE!

Approved English Language Assessments

English Language Assessment	Minimum Scores for Certificates, Diplomas and Advanced Diplomas, and Post Graduate Certificates, Post-graduate Diplomas	Minimum Scores for Bachelor Degrees and Creative Communication
CAEL Online or In-Person	Overall band score of 60	Overall band score of 70 and Writing of 60
IELTS Academic Level	Overall 6.0 and No band below 5.5	Overall 6.5 and No band below 6.0
Password Skills	Overall 6.0 and No band below 5.5	Overall 6.5 and No band below 6.0
LINC Certificate	7	8
Duolingo Language Test	115 and above+ with a min. of 95 in each section	125 and above with a min. of 100 in each section

English Language Assessment	Minimum Scores for Certificates, Diplomas and Advanced Diplomas, and Post Graduate Certificates, Post-graduate Diplomas	Minimum Scores for Bachelor Degrees and Creative Communication
New English for Academic and Professional Purposes	Successful completion of the program 5 (min 70%)	Successful completion of the program 5 (min 70%)
PTE	54 overall Min 50 in each skill	60 overall Min 55 in each skill band
TOEFL-ibt Academic Level	80 (20L, 20S, 19R, 21W)	90 (22L, 22S, 22R, 24W)
Academic English Program for University and College Entrance Program (AEPUCE)	Successful Completion	Successful Completion
CELBAN	N/A	N/A

Who Should Enrol?

Administrative assistants perform a variety of administrative and clerical duties. Take this program if you enjoy planning, organizing, using computers and other office equipment, and working with people in an office environment.

Locations, Dates and Fees

Next Estimated Term 1 Start Date (subject to change)

Location	Start Date	
Notre Dame Campus	Aug 25, 2025	Apply Now

Costs (estimates only; subject to change)

Program/Student Fees	
Year 1	\$7,455.00 ¹
Books and Supplies	
Year 1	\$1,500.00 ²

¹ Includes Health and Dental Fees

² Includes an estimated average amount of \$800 for a laptop

Interlake Campus

Next Estimated Term 1 Start Date (subject to change)

Location	Start Date	
Selkirk	Jan 05, 2026	Apply Now

Costs (estimates only; subject to change)

Program/Student Fees	
Year 1	\$7,413.00
Books and Supplies	
Year 1	\$1,500.00 ³
Program/Student Fees (International)	
Year 1	\$10,830.00

³ Includes an estimated average amount of \$800 for a laptop

Portage Campus

Next Estimated Term 1 Start Date (subject to change)

Location	Start Date	
Portage La Prairie Campus	Jan 05, 2026	Apply Now

Costs (estimates only; subject to change)

Program/Student Fees	
Year 1	\$7,413.00
Books and Supplies	
Year 1	\$1,500.00 ⁴
Program/Student Fees (International)	
Year 1	\$10,830.00

⁴ Includes an estimated average amount of \$800 for a laptop

Steinbach Campus

Next Estimated Term 1 Start Date (subject to change)

Location	Start Date	
Steinbach	Jan 05, 2026	Apply Now

Costs (estimates only; subject to change)

Program/Student Fees	
Year 1	\$7,413.00
Books and Supplies	
Year 1	\$1,500.00 ⁵
Program/Student Fees (International)	
Year 1	\$10,830.00

⁵ Includes an estimated average amount of \$800 for a laptop

Winkler Campus

Next Estimated Term 1 Start Date (subject to change)

Location	Start Date	
Winkler Campus	Jan 05, 2026	Apply Now

Costs (estimates only; subject to change)

Program/Student Fees	
Year 1	\$7,413.00
Books and Supplies	
Year 1	\$1,500.00 ⁶
Program/Student Fees (International)	
Year 1	\$10,830.00

⁶ Includes an estimated average amount of \$800 for a laptop

Students may apply for financial assistance through the Manitoba Student Aid program. For general information on applying please call [204-945-6321](tel:204-945-6321) or [1-800-204-1685](tel:1-800-204-1685), or visit their website at www.manitobastudentaid.ca, which also includes an online application. For detailed information, please visit one of the [RRC Polytech Student Service Centres](#) or call [204-632-2327](tel:204-632-2327). Applicants requiring financial assistance should complete their student loan applications well in advance of the class start date.

Program Outline

To earn a certificate, you must successfully complete the following 9 courses and a four-week practicum.

Courses:

- Administrative Procedures
- Basic Business Communications
- Basic Mathematics
- Bookkeeping & Accounting for Small Business
- Business Computing
- Customer Service
- Event Planning
- Office Professionalism
- Simply Accounting (PC)
- Practicum

Courses and Descriptions

Year 1	
Term 1	Credit Hours
ACCT-1088 Simply Accounting (PC)	3
BUSA-1026 Bookkeeping and Accounting for a Small Business	3
BUSA-1081 Customer Service	2
BUSA-1082 Office Professionalism	3
BUSA-1083 Event Planning	3
BUSA-1084 Administrative Procedures	3
COMM-1023 Basic Business Communications	3
COMP-1975 Business Computing	4

ACCT-1088
Simply Accounting (PC)

By using Sage 50 software, you will develop an understanding on how to enter business transactions into the general ledger, prepare and adjust entries, and print out financial statements. Sage 50 is used for accounts receivable, accounts payable, payroll, and inventory.

Prerequisites:

BUSA-1026

BUSA-1026
Bookkeeping and Accounting for a Small Business

Study the practical side of bookkeeping and accounting, and learn to identify basic internal control procedures. Become familiar with the recording process, ledgers and trial balance, financial statements and closing entries, cash and how to control it, accounts receivable, inventory and salaries.

BUSA-1081
Customer Service **RPL**

This course develops knowledge and skills necessary to deliver outstanding customer service. Students will develop skills related to listening, empathy, customer motivation and diversity, communication, and conflict resolution. Since customer service consists primarily of interaction with others in various situations, students will enhance their interpersonal communication skills.

BUSA-1082
Office Professionalism **RPL**

This course focuses on professional role expectations in the workplace. These skills are considered to be essential requirements for today's workforce. Employees need skills training to be adaptable and capable of meeting the challenges of change in today's economy, advances in technology, and changes in the way that work is organized. Students are taught presentation, teamwork, communication, goal setting, and other employable skills. Students will develop knowledge and skills related to interpersonal image, conflict management, confidentiality, accountability, job search, interviews, and interpersonal communication.

BUSA-1083
Event Planning

This course develops knowledge and skills for students who will be responsible for planning or coordinating events, meetings, or conferences in office environments in the corporate, private, government, and non-profit sectors. Students will learn the process and logistics to create and stage successful events.

BUSA-1084
Administrative Procedures

Students will develop organizational skills, manage office procedures and records effectively, and operate a variety of office equipment.

COMM-1023
Basic Business Communications **RPL**

Develop the basic principles of business writing and discuss topics such as: standard business formats, the ability to write clear, readable letters and memos. It also reviews correct grammar and usage and how to improve effectiveness as a speaker.

COMP-1975
Business Computing **RPL**

Business Computing is a hands-on course in which students develop skills in the use of current Microsoft productivity software. Topics include introductory and intermediate skills in Microsoft Windows, Word, Excel, and PowerPoint as well as the integration of these applications.

MATH-1069
Basic Mathematics

Review basic arithmetic and algebra expressions, including but not limited to order of operations, application ratio, proportion, and percent to business problems, such as commissions and fees. Become familiar with calculating taxes, simple interest, discounts and converting partial hours into minutes to calculate cost to clients.

PRAC-1041
Practicum **RPL**

This course is designed to provide an opportunity for students in the program to apply classroom business training skills in a practical setting.

CO-OP/Practicum Information

This program integrates classroom theory with related on-the-job training in the form of a practicum.

The practicum component is assessed on a pass/fail basis.

Practicum placements are determined by the College. Placements are available on a limited and fluctuating basis. There may be a waiting period for practicum registrations and placements.

To be eligible to participate in a practicum, you must:

1. Successfully complete all theory courses.
2. Write a resume/letter of introduction, to be approved by the practicum instructor and to be presented to the immediate supervisor at the first practicum session.

Computer/Laptop Requirements

The use of laptop computers is an integral part of the program. It will enhance your learning and competitiveness in the job market. You are encouraged to bring your own laptop. The minimum laptop requirements are as follows:

- Processor operating at 1.0 GHz or higher (2.0 GHz recommended)
- 512 MB of RAM (1 GB recommended)
- 2 GB hard disk space (additional 1 GB needed for installation)
- Internet Explorer 11.0 or later
- Microsoft® supported version of Windows®: Windows 7, Windows 8 or Windows 10 (with the latest updates from Microsoft)
- 256-colour or higher SVGA monitor, minimum resolution of 1024 x 768
- Forms that can be sent via email require MAPI-compliant email client, Internet connection, email service, and word processor
- Word and Excel integration 64-bit versions of Microsoft Word and Microsoft Excel 2013 or 2016
- Outlook synchronization requires 64-bit versions of Microsoft Outlook® 2013 or 2016 (Premium and higher)
- High-speed internet connection

- Wireless card

Please refer to <https://www.rrc.ca/future-students/computer-requirements/> for further information on Computer Requirements for Students.

Objectives/Learning Outcomes

After successfully completing the program, you should be able to:

- Demonstrate professionalism
- Communicate effectively
- Solve problems in a timely fashion
- Demonstrate effective organizational and resource management skills
- Provide excellent customer service
- Demonstrate computer skills
- Perform a variety of office procedures
- Operate a variety of current office equipment
- Stage events
- Manage records
- Demonstrate accurate and thorough basic accounting skills

Recent Changes

Changes as of April 1, 2018:

- Basic Mathematics MATH-1069 replaces MATH-1039 (Basic Business Mathematics)
- Keyboarding, BUSA-1080, is no longer required for students who started the program as of April 1, 2018.
- Practicum is now extended from 3 to 4 weeks.

Note:

Students enrolled prior to April 1, 2018, must complete Keyboarding to meet the graduation requirements. Both MATH-1039 or MATH-1069 are accepted as credits.

Recognition of Prior Learning

The following are the RPL opportunities available in this program:

- Administrative Assistant Practicum-RPL Fee \$250
- Basic Business Communication-RPL Fee \$200
- Basic Business Mathematics-RPL Fee \$200
- Business Computing-RPL Fee \$250
- Customer Service-RPL Fee \$200
- Keyboarding-RPL Fee \$135
- Office Professionalism-RPL Fee \$200

Contact:

RPL Advisor
Room D101, Notre Dame Campus

Graduation Requirements

You must complete your program within four years from the start of the first course in the program, unless otherwise stated in the program outline

A program GPA of 2.0 (60%) is required to graduate. The practicum is evaluated on a pass/fail basis.

You will not be granted more than 75 percent of credit requirements for graduation through prior learning assessment and recognition.

When you have completed all the required courses in this program, be sure to apply for your certificate. When you receive your certificate, you will be invited to participate in one of the College's semi-annual graduation ceremonies. For complete details on applying to graduate and convocation, see rrc.ca/convocation.

Questions about graduation? Please call the School of Continuing Education at 204-694-1789 or toll-free at 1-866-242-7073, or one of the regional campuses.

Graduation with Honours

If you obtain a grade point average (GPA) of 3.8 or better for the program you will graduate with honours. If you fail any course in the program, you will not be eligible for this honours designation.

Employment Potential

Graduates have found positions as administrative assistants or office clerks in businesses, private and public corporations, and government departments.

In Manitoba, annual salaries for this job range from \$29,744 to \$66,290 (average: \$46,800). Wage data taken from jobbank.gc.ca.

Academic Advising Service

Our academic advising service can provide information about our full-time programs, explain program admission requirements, and help you select the right program to meet your career and academic goals. We can also connect you with helpful people, resources, and supports.

- For more information visit [academic advising](#).
- If you are an Indigenous student, you can contact an [Indigenous Admissions Advisor](#).
- If you are an international student, you can contact [International Education](#).

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Red River College Polytechnic endeavours to provide the most current version of all program and course information on this website. Please be advised that classes may be scheduled between 8:00 a.m. and 10:00 p.m. The College reserves the right to modify or cancel any course, program, process, or procedure without notice or prejudice. Fees may change without notice.