

Business Administration

Overview

- Two-year diploma
- Laptop required (view [Computer/Laptop Requirements](#))
- After completion of a common first term, students will focus their studies by selecting a major in one of :
 - [Accounting](#)
 - [Financial Services](#)
 - [Human Resource Management](#)
 - [Marketing](#)
 - [Logistics and Supply Chain Management](#) (New!)
 - [General Studies](#)
- Offered at the following campuses:
 - Notre Dame Campus, Winnipeg
 - Exchange District Campus, Winnipeg
 - Portage Campus, Portage la Prairie (offerings of majors for second year may be limited)
 - Winkler Campus, Winkler (offerings of majors for second year may be limited)
 - Steinbach Campus, Steinbach (offerings of majors for second year may be limited)
 - Interlake Campus, Selkirk (offerings of majors for second year may be limited)
- September and January entry dates, available at some campuses (note that for January entry date, students will attend classes from January to mid-August, enabling students to begin Year 2 at the end of August)
- International applicants please visit [Academic Program, Dates and Fees](#) for a listing of programs for international students, current availability and online application instructions.

Undeclared Part-Time Students - An Undeclared Student is an applicant who would like to take courses for professional development or general interest and is not seeking a credential. Students are restricted to taking a maximum of 2 courses per term, and after successfully completing 4 courses they must apply and be admitted to a program before registering for additional courses. If you would like to register as an undeclared student, please [click here](#).

Description

This newly revised program focuses on building the skills needed to succeed in today's business world. Consider Business Administration if you have want to explore new opportunities for your career in business!

You will strengthen your understanding of business and be introduced to the digital tools and the skills necessary to succeed in the modern global economy. Through practical hands-on classroom activities, and close interactions with our experienced faculty, and industry partners you will develop communication and critical

thinking skills that will prepare you to make a valuable contribution to the industry of your choice. Some courses will focus on theoretical foundations, others will emphasize application of knowledge. Group projects are integral to many courses offered in this program.

You can build a career in accounting, financial services, human resource management, marketing or logistics and supply chain management. Or you can chart your own path in business and become an entrepreneur.

Information sessions are occasionally offered to provide information about the BA program and careers related to business administration. Please [contact](#) a 1st year coordinator for information about these sessions.

Note: Students on program prior to August 2020, will have five years from the date of admission to complete their studies. Program requirements in effect prior to August 2020 are shown in [other information](#).

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.

If you do not have a Future Student Account or require assistance, please contact our Student Service Centre at [204-632-2327](#).

Internationally Educated Applicants - visit [www.rrc.ca/credentials](#) for credential assessment information.

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.

However, if you apply within 6 weeks of the program start date, admission requirements are due within 5 days of applying.

Regular Admission Requirements

1. Grade 12

- Submit proof of graduation from or enrolment in Grade 12, including one credit in each of the following:
 - Grade 12 English (40S)
 - Grade 12 Math (40S) (excluding Accounting 40S)
- If you provide proof of enrolment at time of application, 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 are required to complete an English language assessment, do not submit your transcripts until requested to do so. See English Language Requirements (ELRs) for more information.
and

2. English Language Requirements (ELRs)

- Answer this question to determine if you meet this program's ELRs:
Have I successfully completed 3 years of full-time high school (secondary) education in Canada, the United States, or an [ELR exempt country](#) where English was the language of instruction?
 - If YES, you meet English language requirements. Apply and then submit your transcripts* for review
or
 - If NO, submit proof of meeting an [ELRs option](#). If you choose the English language assessment option, review [this program's approved assessments and required levels](#).
or
 - If you completed all of your education in Canada, the United States, or an [ELR exempt country](#) in English but you did not graduate high school, submit your transcripts* for review.
- * If your transcripts are from the USA or an [ELR exempt country](#), we will assess an [International Credentials Assessment Fee](#) to be paid before your transcripts will be reviewed.

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.

1. 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:
 - Grade 12 English (40S)
 - Grade 12 Math (40S) (excluding Accounting 40S)
- If you provide proof of enrolment at time of application, 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 are required to complete an English language assessment, do not submit your transcripts until requested to do so. See English Language Requirements for more information.
and

2. 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
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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
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?

Successful careers in business require good communication skills, an aptitude for problem-solving, and the ability to interact effectively with people. The workload in the program is significant and diverse, and effective time management skills are essential.

Locations, Dates and Fees

Next Estimated Term 1 Start Date **(subject to change)**

Location	Start Date	
Notre Dame Campus	Aug 25, 2025	Apply Now
Roblin Centre (Prev. PSC)	Aug 25, 2025	Apply Now

Costs **(estimates only; subject to change)**

Program/Student Fees	
Year 1	\$3,215.00 ¹
Books and Supplies	
Year 1	\$1,600.00 ²
Program/Student Fees (International)	
Year 1	\$9,794.00 ³

¹ Fees for Term 1 only; see majors for term 2 and onward

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

³ Fees for Term 1 only; see majors for term 2 and onward

Interlake Campus

Next Estimated Term 1 Start Date (subject to change)

Location	Start Date	
Selkirk	Aug 25, 2025	Apply Now

Costs (estimates only; subject to change)

Program/Student Fees	
Year 1	\$3,156.00 ⁴
Books and Supplies	
Year 1	\$1,600.00
Program/Student Fees (International)	
Year 1	\$9,695.00 ⁵

⁴ Fees for term 1 only; see majors for term 2 and onward

⁵ Fees for term 1 only; see majors for term 2 and onward

Portage Campus

Next Estimated Term 1 Start Date (subject to change)

Location	Start Date	
Portage La Prairie Campus	Aug 25, 2025	Apply Now

Costs (estimates only; subject to change)

Program/Student Fees	
Year 1	\$3,156.00 ⁶
Books and Supplies	
Year 1	\$1,600.00
Program/Student Fees (International)	
Year 1	\$9,695.00 ⁷

⁶ Fees for Term 1 only; see majors for term 2 and onward

⁷ Fees for Term 1 only; see majors for term 2 and onward

Steinbach Campus

Next Estimated Term 1 Start Date (subject to change)

Location	Start Date	
Steinbach	Aug 25, 2025	Apply Now

Costs (estimates only; subject to change)

Program/Student Fees	
Year 1	\$3,156.00 ⁸
Books and Supplies	
Year 1	\$1,600.00
Program/Student Fees (International)	
Year 1	\$9,695.00 ⁹

⁸ Fees for Term 1 only; see majors for term 2 and onward

⁹ Fees for Term 1 only; see majors for term 2 and onward

Winkler Campus

Next Estimated Term 1 Start Date (subject to change)

Location	Start Date	
Winkler Campus	Aug 25, 2025	Apply Now

Costs (estimates only; subject to change)

Program/Student Fees	
Year 1	\$3,156.00 ¹⁰
Books and Supplies	
Year 1	\$1,600.00
Program/Student Fees (International)	
Year 1	\$9,695.00 ¹¹

¹⁰ Fees for Term 1 only; see majors for term 2 and onward

¹¹ Fees for Term 1 only; see majors for term 2 and onward

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

Please click [here](#) for the 22-23 Program Outline.

Courses and Descriptions

Year 1	
Term 1	Credit Hours
ACCT-1071 Accounting Fundamentals	6
ADMN-1010 Introduction to Canadian Business	3
COMM-1173 Communication Strategies	3
COMP-1255 Business Applications	6
MATH-1078 Business Mathematics	3
MRKT-1017 Marketing Foundations	6
ACCT-1071	

Accounting Fundamentals **RPL**

In this course, the student will be introduced to fundamental accounting principles, concepts and techniques. This course will focus on double-entry bookkeeping and the preparation of financial statements focusing on corporations. Period end processes, such as adjusting accounts, and the closing process are also discussed. The result is a complete presentation of the accounting cycle for service and merchandise businesses. Throughout the course, interpreting financial statements from a non-accounting manager perspective will be included.

ADMN-1010

Introduction to Canadian Business **RPL**

This course is designed to introduce the student to the complexities of the Canadian business environment. Exposure to business frameworks, accounting, finance, marketing, management, human resource management and operations management will be provided. Special emphasis is placed on small business; the driver of the economy and creator of most new jobs. The course will include case studies, applications, and analyses of Canadian businesses.

COMM-1173

Communication Strategies **RPL**

Everyone communicates, but are they doing it well? Communicative competence takes practice and self-awareness. In this foundational course, students will learn through discovery and project-based activities to practice approaching situations critically and collaboratively. By developing their communication skills, students will improve their interpersonal ability, intercultural competence, and digital fluency to prepare for success in the workplace and beyond. The strategies students will gain in this course will be useful throughout their program and in their chosen industry.

COMP-1255

Business Applications **RPL**

This course is offered in a blended format featuring online content with in class workshops on current topics in computing. This is a hands-on course where the student will develop skills in the use of Windows, Word, and PowerPoint, advanced skills in Excel and exposure to relational databases. A final project integrates these applications.

MATH-1078

Business Mathematics

This foundational course demonstrates the importance of mathematics in today's business environment. Through a modular design, the student will explore the terminology, characteristics, and calculations of business measures as they relate to general business skills, accounting, human resource management, logistics, marketing, and financial services

MRKT-1017

Marketing Foundations

This course focuses on the high level role that marketing plays in strategic planning and organizational management. This course takes a student-centred approach to the current customer-focused marketing landscape in today's digital and global world. The student will gain an in depth understanding of the marketing mix and the impact these elements have on the marketing process. The student will apply the broad framework of market segmentation using the concepts of segmentation, targeting and positioning (STP). The student will segment a market by organizing the market into groups, use targeting to send a message to potential segments, and use positioning to identify how customers view a product or service.

CO-OP/Practicum Information

Co-op is no longer offered in the Business Administration program. If you have any questions, please connect with Red River College Polytechnic's Work-Integrated Learning department at WIL@rrc.ca.

Computer/Laptop Requirements

Beginning Fall 2022, the Business Administration program will require students to bring a laptop.

Business Administration requires a Microsoft Windows 11 device.

MacOS is not compatible with business software used in this program; please see footnote at the bottom of this page.*

Devices must be ready to use on the first day of classes (or orientation) and students should be familiar with the basic operation of their machine. Electronic resources, software and applications will be introduced in the first few days of the term and will be in use during classes almost immediately.

Students do not have to buy from a specific vendor or manufacturer; they are free to find the best device that meets or exceeds the minimum specifications for their program.

Minimum hardware requirements:

Hardware	Minimum Requirement
Processor	Intel® Core™ i5 Processor or AMD equivalent
RAM (memory)	8 GB RAM
Webcam	Integrated or external
Headphones	USB, with integrated microphone
Wi-Fi	IEEE 802.11ac / n
Ports	One USB, HDMI

Additional Considerations:

- Students are responsible for their own device maintenance and repairs (operating system and hardware)
- RRC Polytech will provide on-campus network connectivity, and will provide support for software licensed by the College.
- Microsoft Office 365 is provided at no additional charge for students
- Laptops with 4-6 hours battery life between charges are ideal for on-campus learning
- Ensure you have a reliable internet connection while off-campus; RRC Polytech recommends a minimum speed of 10 mbps for download, 3 mbps for upload

*If you intend to use a Mac, you must configure your Mac to run Microsoft Windows. What does this mean for you? This means that your instructors will be teaching in a Microsoft Windows environment, and you will require Microsoft Windows to participate in classroom activities and to complete graded assignments.

Recent Changes

Our newly revised two-year diploma program has been built with extensive industry consultation and will provide you with brand new opportunities for your business career!

What's new?

- Intensive study in an international setting to help you build your global business expertise.
- New Major in Logistics and Supply Chain Management
- Opportunity to explore Social Innovation
- Updated emphasis on the communications skills specific to your chosen field
- Emphasis on teamwork in a blended learning environment
- Updated courses to prepare you for today's business environment

Majors

- You will complete a common first term, which includes six courses that will introduce you to the basics of business.
- By the end of your first term, you will choose your career direction by selecting one of the following majors:
 - [Accounting](#)
 - [Financial Services](#)
 - [Human Resource Management](#)
 - [Marketing](#)
 - [Logistics and Supply Chain Management](#)- New!
 - [General Studies](#)
- Information sessions will be held during your first term to help you prepare for this decision.
- Majors will be offered at specific campuses only. Please consult the overview tab of your specific major for details.

Transfer Credit Opportunities

Incoming

You may be eligible for transfer credits based on previous studies at RRC or another recognized post-secondary institution. Please see www.rrc.ca/transferecredit for transfer credit requirements and the procedure to request credit.

Outgoing

The following post-secondary institutions have articulations to their institutions from the Business Administration program. In-person information sessions are hosted by RRC early in the calendar year by the following provincial institutions:

Manitoba

- Booth University College
- University of Manitoba
- University of Winnipeg

- Chartered Professional Accountants

For more information regarding credit transfers, please contact the admissions department of these institutions directly.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process which documents and compares an individual's prior learning gained from prior education, work and life experiences and personal study to the learning outcomes in College courses/programs. For more information, please visit www.rrc.ca/rpl.

Other Information

Students on program prior to August 2020, will have five years from the date of admission to complete their studies. Program requirements in effect PRIOR to August 2020 are shown in the following link:

<https://catalogue.rrc.ca/files/File/catalogue/BAAtAGlance1920.pdf>

Graduation Requirements

As of August 2020, to graduate from Business Administration, all students must complete a minimum of 99 credit hours, with some majors requiring additional credits. Students must also have obtained a graduating GPA of 2.0 or higher.

Business Administration is comprised of core courses common for all students, as well as required courses and elective courses. Both required and elective courses will vary by major.

Please refer to the [Program Outline](#) tab provided for each major. You are responsible for ensuring you take the appropriate courses to meet the graduation requirements of the major you have chosen. The minimum number of credit hours required to graduate in each major is listed below:

	Graduation Requirements
Major	Total Min. Credit Hours
Accounting (January 4, 2022 or earlier)*	102
Accounting (August 29, 2022 or later)*	99
Financial Services	99
Human Resources	99
Marketing	99
Logistics & Supply Chain Management	99
General Studies	99

All students, regardless of when they began their studies, must submit an [application to graduate](#) in your final term of study.

*Admission date that students were accepted into Business Administration

Employment Potential

Graduates may find employment in a wide range of careers in business, not for profit and government sectors.

For more information, see our [Graduate Employment Report Tab](#).

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.