



## Applied Accounting

### Overview

- One-year (eight-month) certificate
- Laptop required (view [Computer/Laptop Requirements](#))
- Fall and winter entry dates
- Campuses:
  - Exchange District Campus (formerly Princess Street Campus), Winnipeg (fall entry)
  - Notre Dame Campus, Winnipeg (fall and winter entry)
- International applicants please visit [Academic Program, Dates and Fees](#) for a listing of programs for international students, current availability and online application instructions

### Description

The Applied Accounting program is designed to provide you with the necessary skills to provide entry level accounting support.

While the program highlights the basics of accounting, emphasis will also be placed on:

- General business practices
- Mathematics
- Communication
- Computer skills
- Business software

To help your understanding of various principles, considerable time will be spent solving problems.

### 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](http://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](http://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
- 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 courses:
    - Grade 11 English (30S)
    - Grade 11 Math (30S)or
  - RRC's Introduction to Business program (this program is no longer offered by the College)
- 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. 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
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?

If you are considering this program, you should find problem solving rewarding, detailed work enjoyable, and be comfortable working with numbers.

Initiative, a good command of English, and a readiness to learn new skills in a computer environment are important assets for this program. Manual dexterity is essential to develop the skills required for computer keyboarding and calculator use.

Locations, Dates and Fees

Next Estimated Term 1 Start Date (subject to change)

Location	Start Date	
Notre Dame Campus	Aug 25, 2025	<a href="#">Apply Now</a>

Location	Start Date	
Roblin Centre (Prev. PSC)	Aug 25, 2025	<a href="#">Apply Now</a>

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

Program/Student Fees	
Year 1	\$6,106.00
Books and Supplies	
Year 1	\$1,500.00
Program/Student Fees (International)	
Year 1	\$18,046.00

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](http://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.

## Courses and Descriptions

Year 1	
Term 1Credit Hours	
ACCT-1071 <a href="#">Accounting Fundamentals</a>	6
ADMN-1010 <a href="#">Introduction to Canadian Business</a>	3
COMM-1173 <a href="#">Communication Strategies</a>	3
COMP-1255 <a href="#">Business Applications</a>	6
MATH-1078 <a href="#">Business Mathematics</a>	3
PDEV-1055 <a href="#">Professional Development 1</a>	3
Term 2Credit Hours	
ACCT-1074 <a href="#">Managerial Accounting</a>	6
ACCT-1076 <a href="#">Payroll and Benefits</a>	3
ACCT-2071 <a href="#">Financial Accounting</a>	6
ACCT-3072 <a href="#">Accounting Applications</a>	3
COMM-2055	

COMM-2174

Communication for Business

PDEV-2055

Professional Development 2

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.

ACCT-1074

Managerial Accounting

This course will introduce cost terms and concepts and show their impact on profitability and decision-making. Topics covered include job-order costing, process costing both weighted average and FIFO (first-in, first-out), and activity based costing. The budget process, its implementation, and the usefulness of standard costing and variance analysis will be discussed. Also reviewed are common performance measures, cost-volume-profit analysis, and the concept of relevancy in making common decisions.

Prerequisites:

Take [ACCT-1071](#)

ACCT-1076

Payroll and Benefits

This course will introduce students to federal and provincial employment standards, the calculation of gross earnings, statutory and non-statutory deductions from earnings, taxable benefits, the calculation of net pay, and the remittance of payroll taxes. The calculation of pensionable earnings for Canada Pension Plan and insurable earnings for Employment Insurance will be included. The calculation of payroll taxes and premiums for employment related expenses in various jurisdictions in Canada will be covered. The course will conclude with discussions of year-end payroll reporting requirements and the steps required to document the termination of employees.

Prerequisites:

[ACCT-1071](#)

ACCT-2071

Financial Accounting **RPL**

This course builds on the knowledge the student developed in the Accounting Fundamentals course. It begins with a detailed view of adjusting and closing entries followed by an examination of inventory costing methods and accounts receivable, short-term notes receivable, capital assets and current liabilities. Accounting for partnerships along with an introduction to corporation accounting covering the issuance of shares and dividends will also be examined in this course. Other topics covered include accounting for non-current liabilities and the statement of cash flows.

Prerequisites:

[ACCT-1071](#)

ACCT-3072

Accounting Applications

This course will build upon accounting principles, concepts, and processes introduced in Accounting Fundamentals and Financial Accounting. In this applied course, you will enter transactions, prepare journal entries and adjustments, and prepare financial statements for a variety of accounting transactions using accounting software. You will also learn basic automated accounting setup. Knowledge gained in this course is transferable to all computerized accounting solutions.

Prerequisites:

Take [ACCT-1071](#) or [ACCT-1971](#)

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.

COMM-2055

Client Relationships

This course further develops the student's communication skills as they apply to the world of business. The student will learn to select appropriate modes of communication and practice with applying different types of strategies in managing client relationships and building networks. The significance of teamwork in business through participation in group work will be examined. The student will also practice and develop client interview skills applicable in all areas of business to support internal and external customer service, problem solving, needs assessment and sales. Technologies will be explored including the application of Customer Relationship Management (CRM). The student will also submit a series of documents used in business communication.

Prerequisites:

Take [COMM-1173](#), [COMM-1000](#) or [COMM-1215](#)

COMM-2174

Communication for Business

In this business-sector communication course, students will continue to develop their ability to communicate effectively with their peers and stakeholders. Students will strengthen their collaboration skills to accomplish shared goals and practice negotiation and persuasion in a team context to reduce, prevent, and manage conflict. Through engaging project-based learning, students will also demonstrate their ability to collect, manage, and share information across various communication channels. These skills will prepare students for real world challenges and opportunities in business providing them essential tools to succeed in their professional careers.

Prerequisites:

[COMM-1173](#)

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

PDEV-1055  
Professional Development 1

Learn and practice skills, attitudes and behaviours to succeed in a diverse professional environment. The student will reflect on past and current experiences to gain confidence in their abilities and build better professional relationships. Through a series of interactive workshops, discussions and role playing, the student will compare differences in behaviours and ethics in various business environments.

PDEV-2055  
Professional Development 2

Learn and apply traditional and innovative job-search techniques and resume writing skills required to gain employment in today’s competitive marketplace. The student will also gain knowledge about their chosen career path by developing networking and business etiquette skills. Through a series of interactive workshops, discussions and role playing, the student will improve their interpersonal skills, intercultural awareness and personal brand.

Prerequisites:  
Take [PDEV-1055](#) or [PDEV-1100](#).

## Computer/Laptop Requirements

Beginning Fall 2022, the Applied Accounting program will require students to bring a laptop.

Applied Accounting 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
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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 2+, 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.

## Transfer Credit Opportunities

### Incoming

You may be eligible for transfer credit based on previous studies at RRC Polytech or another recognized post-secondary institution. Please see [www.rrc.ca/transfercredit](http://www.rrc.ca/transfercredit) for transfer credit requirements and the procedure to request credit.

### Outgoing

Graduates of this program may be eligible to receive some advanced standing at other provincial institutions such as Booth University, University of Manitoba, University of Winnipeg and the Certified Professional Accountants of Manitoba.

#### *Transferring credits to other Red River College Polytechnic programs*

Students who desire to further their knowledge of accounting may consider applying to the [Business Administration](#) program as an accounting major. If this interests you, discuss this option with the Applied Accounting Program Coordinator.



## 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](http://www.rrc.ca/rpl).

## Other Information

Please click the link to download a PDF copy of the Applied Accounting Program's At a Glance sheet:

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

## Graduation Requirements

For students registered in the Applied Accounting program with a 2020-2021 Catalogue year, the requirements to graduate are as follows:

- A minimum GPA of 2.0 (as per policy A12).
- A minimum grade of D in all courses.

## Employment Potential

Employment opportunities will vary, depending upon your personal preferences, ability, and prior work experience. Most graduates find employment as accounting or finance clerks or small business bookkeepers in the following sectors:

- Public administration
- Professional, scientific and technical services
- Manufacturing
- Wholesale trade
- Transportation and warehousing
- Retail trade
- Finance and insurance

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

### *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.*