DONALD SCHOOL OF BUSINESS – ADMINISTRATIVE PROFESSIONAL CERTIFICATE

UPDATED: February 2020

To meet graduation requirements, students must complete all courses with a minimum grade of ‘D’ and attain a grade point average (GPA) of 2.00 or higher.

PROGRAM CONTENT ON CAMPUS DELIVERY

Fall Term
___ APRO 100 Information Processing I
___ APRO 110 Document Processing I
___ APRO 126 Basic Accounting
___ APRO 130 Office Systems I
___ COMM 150 Fundamentals of College & Workplace Writing

Winter Term
___ APRO 101 Spreadsheet Fundamentals
___ APRO 102 Computer Essentials
___ APRO 111 Document Processing II □ prerequisites – APRO 100 & APRO 110
___ APRO 131 Office Systems II □ prerequisites – APRO 100, APRO 110 & APRO 130
___ APRO 135 Introduction to Industry Sectors
___ APRO 160 Personal Leadership

Spring Term
___ APRO 170 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
# PROGRAM CONTENT DISTANCE DELIVERY

*Proposed schedule – subject to change*

## Fall Term

- **APRO 100** Information Processing I
- **APRO 110** Document Processing I
- **APRO 130** Office Systems I
- **APRO 126** Basic Accounting
- **COMM 150** Fundamentals of College & Workplace Writing *

*also offered in Winter and Spring Term

## Winter Term

- **APRO 101** Spreadsheet Fundamentals
- **APRO 102** Computer Essentials
- **APRO 111** Document Processing II  □ prerequisites – APRO 100 & APRO 110
- **APRO 131** Office Systems II  □ prerequisites – APRO 100, APRO 110 & APRO 130
- **APRO 135** Introduction to Industry Sectors
- **APRO 160** Personal Leadership

## Spring Term

- **APRO 170** Practicum 120 hours, approx. 6 weeks
  □ all program courses must be completed, with a minimum GPA of 2.0, with no grade lower than a D

## NOTES

- It is to your advantage to have computer proficiency before entering the Program.
- 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.
- 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 RDC and/or to the university to which you wish to transfer (if applicable).
- Completion of the Administrative Professional Certificate transfers 3 courses into the Management Certificate.

## MORE INFORMATION

- Donald School of Business:  [www.rdc.ab.ca/dsb](http://www.rdc.ab.ca/dsb)
- RDC Website:  [www.rdc.ab.ca](http://www.rdc.ab.ca)
- Advising & Recruiting email:  dsbinfo@rdc.ab.ca