

BACHELOR OF BUSINESS ADMINISTRATION – ACCOUNTING CONCENTRATION
DONALD SCHOOL OF BUSINESS, SCIENCE AND TECHNOLOGY

UPDATED: February 2023

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

- ELA 30-2 65% or higher, or ELA 30-1 60% or higher, or equivalent **AND**
- MATH 30-2 65% or higher, or MATH 30-1 60% or higher, or equivalent

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 degree, we strongly advise that you read the Academic Calendar of your destination institution for full information.

GRADUATION REQUIREMENTS:

- Completion of 40 courses with a minimum grade of "D" and a minimum GPA of 2.00.
- *Junior / Senior Requirements:*
 - 72 Senior credits
 - All business options in the degree are senior level courses.
 - Cannot exceed 3 junior level courses for non-business options and open options combined.
 - Junior level courses are defined as core courses required in the first year of the BBA and/or courses required in the Business Certificate. Non-business junior courses are defined as courses required in the first year of other programs and/or pre-requisites for other courses in a non-business program (ex. PSYC 260 or SOCI 260).
 - **Sr** = Senior Level Course
 - **Jr** = Junior Level Course

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): Spring term is an optional, condensed term. Course offerings are limited.
- **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 maximum number of courses you can take in the Fall or Winter terms is 5 courses and 2 courses in the Spring or Summer (optional).
- To complete your program in two years, you would need to take the maximum number of courses per term (5 courses in the Fall and 5 courses in the Winter), or 10 course per year. Some students will complete 10 courses in a year by taking 4 courses in the Fall, 4 courses in the Winter, and 2 courses in the Spring or Summer (or a combination thereof).
 - Note: Not all courses are available in every term, please plan accordingly.
- 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 10 COURSES A YEAR?

- 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!

GRADUATION CHECKLIST (UNOFFICIAL)

REQUIREMENT			COMMENTS	DONE
YEAR 1				
BUS 1010 (3 credits)	Jr	Business Topics and Skills	Credit will be given if completed BUS 303	
ECON 1100 (3 credits)	Jr	Business Microeconomics	Credit will be given if completed ECON 100 or ECON 201	
ACCT 1001 (3 credits)	Jr	Introductory Financial Accounting I	Credit will be given if completed ACCT 102 or ACCT 202	
BUS 1210 (3 credits)	Jr	Data and Information Management	Credit will be given if completed BADM 210 Students should have basic keyboarding, file management, and email skills before registering for BUS 1210.	
MKT 1132 (3 credits)	Jr	Marketing Principles	Credit will be given if completed BADM 132	
BUS 1100 (3 credits)	Jr	Cross Cultural Awareness		
FINS 1150 (3 credits)	Jr	Personal Finance	Credit will be given if completed FINS 150	
HRM 1281 (3 credits)	Jr	Human Resource Management	Credit will be given if completed BADM 281	
ECON 1101 (3 credits)	Jr	Business Macroeconomics	Credit will be given if completed ECON 101 or ECON 202	
COMM 250 (3 credits)	Jr	Business and Workplace Writing	COMM 150 is NOT accepted for credit as a Business Option in the Business Certificate or Business Diploma	
REQUIREMENT			COMMENTS	DONE
YEAR 2				
BUS 2110 (3 credits)	Jr	Management Principles	Credit will be given if completed BADM 110	
ACCT 2010 (3 credits)	Sr	Introductory Management Accounting	Credit will be given if completed ACCT 104 or ACCT 204	
BUS 2306 (3 credits)	Sr	Business Statistics I	Credit will be given if completed BADM 111 or BUS 306	
CREA 2001 (3 credits)	Jr	Creative Think Tank		
ACCT 2001 (3 credits)	Sr	Introductory Financial Accounting II	Credit will be given if completed ACCT 103 or ACCT 202	
BUS 2311 (3 credits)	Sr	Business Law	Credit will be given if completed BUS 311	
FNCE 2310 (3 credits)	Sr	Corporate Finance	Credit will be given if completed BADM 260 or BUS 310	
ESB 2251 (3 credits)	Sr	Innovation and Entrepreneurship	Credit will be given if completed BADM 251 or MGMT 215	
ACCT 2204 (3 credits)	Sr	Intermediate Management Accounting	Credit will be given if completed ACCT 205	
ACCT 2305 (3 credits)	Sr	Tax 1	Credit will be given if completed BADM 285 or ACCT 305	

Please note that CPA does not recognize **BADM 285** towards their accounting designation.

REQUIREMENT			COMMENTS	DONE
YEAR 3				
BUS 3420 (3 credits)	Sr	Operations Management	Credit of MGMT 420 towards BUS 3420 requires PLAR	
BUS 3211 (3 credits)	Sr	Management Information Systems	Credit will be given if completed BADM 211	
ENGL 219 (3 credits)	Sr	Essay Composition and Critical Reading		
ACCT 3209 (3 credits)	Sr	Intermediate Financial Accounting I	Credit will be given if completed ACCT 209	
1st Non-Business Option (3 credits)			3-credit or higher course that is not ACCT, BADM, BUS, ESB, FINS, FNCE, HRM, MGMT or MKT. Cannot exceed 3 junior level courses for non-business options and open options combined	
BUS 3470 (3 credits)	Sr	Ethics, Responsibility and Sustainability	Credit of MGMT 470 towards BUS 3470 requires PLAR	
ACCT 3210 (3 credits)	Sr	Intermediate Financial Accounting II	Credit will be given if completed ACCT 210	
2nd Non-Business Option (3 credits)			3-credit or higher course that is not ACCT, BADM, BUS, ESB, FINS, FNCE, HRM, MGMT or MKT. Cannot exceed 3 junior level courses for non-business options and open options combined	
3rd Non-Business Option (3 credits)			3-credit or higher course that is not ACCT, BADM, BUS, ESB, FINS, FNCE, HRM, MGMT or MKT. Cannot exceed 3 junior level courses for non-business options and open options combined	
ACCT 3405 (3 credits)	Sr	Tax II		
REQUIREMENT			COMMENTS	DONE
YEAR 4				
BUS 4640 (3 credits)	Sr	Business Intelligence and Analytics		
ACCT 4308 (3 credits)	Sr	Advanced Management Accounting	Credit will be given if completed ACCT 308	
ACCT 4306 (3 credits)	Sr	Audit	Credit will be given if completed ACCT 306	
1st Open Option (3 credits) (FNCE 4315 recommended)			FNCE 4315 (Advanced Corporate Finance) Recommended for CPA students Cannot exceed 3 junior level courses for non-business options and open options combined	
4th Non-Business Option			3-credit or higher course that is not ACCT, BADM, BUS, ESB, FINS, FNCE, HRM, MGMT or MKT.	

(3 credits)			Cannot exceed 3 junior level courses for non-business options and open options combined	
BUS 4990 (3 credits)	Sr	Strategic Management	Credit of MGMT 490 towards BUS 4990 requires PLAR	
BUS 3307 (3 credits)	Sr	Business Statistics II	Credit will be given if completed BUS 307 or MGMT 320	
ACCT 4310 (3 credits)	Sr	Advanced Financial Accounting	Credit will be given if completed ACCT 310	
5th Non-Business Option (3 credits)			3-credit or higher course that is not ACCT, BADM, BUS, ESB, FINS, FNCE, HRM, MGMT or MKT. Cannot exceed 3 junior level courses for non-business options and open options combined	
2nd Open Option (3 credits)			Cannot exceed 3 junior level courses for non-business options and open options combined	

IMPORTANT NOTES

- All business options in the degree are senior level courses.
- Cannot exceed 3 junior level courses for non-business options and open options combined.
- Junior level courses are defined as core courses required in the first year of the BBA and/or courses required in the Business Certificate. Non-business junior courses are defined as courses required in the first year of other programs and/or pre-requisites for other courses in a non-business program (ex. PSYC 260 or SOCI 260).
 - **Sr** = Senior Level Course
 - **Jr** = Junior Level Course

BUSINESS OPTIONS

Business Options consist of all ACCT, BADM, BUS, ECON, ESB, FINS, FNCE, HRM, MGMT or MKT that are 200/2000 level or higher and are not required for the student's chosen concentration or program. Completion of 4 courses from a second concentration, separate from the declared concentration, will qualify as a Business Minor.

REQUIREMENT			COMMENTS	RECOMMENDED BY FACULTY	DONE
ACCT 214 (3 credits)	Sr	Computer Accounting Applications	Credit will be given if completed ACCT 214		
BADM 232 (3 credits)	Sr	Business Technology II	Credit will be given if completed BADM 232		
BADM 233 (3 credits)	Sr	Web Development	Credit will be given if completed BADM 233		
BADM 234 (3 credits)	Sr	Web Design	Credit will be given if completed BADM 234		
BADM 235 (3 credits)	Sr	Applied Database Development	Credit will be given if completed BADM 235		
BADM 320 (3 credits)	Sr	Selected Topics in Management	Credit will be given if completed BADM 320		

BADM 321 (3 credits)	Sr	Selected Topics in Management	Credit will be given if completed BADM 321		
BUS 3307 (3 credits)	Sr	Business Statistics II	Credit will be given if completed BUS 307 or MGMT 320		
ECON 3327 (3 credits)	Sr	International Money and Finance	Credit will be given if completed ECON 327	Recommended	
ECON 331 (3 credits)	Sr	Labour Economics	Credit will be given if completed ECON 331		
ECON 341 (3 credits)	Sr	Money and Banking	Credit will be given if completed ECON 341		
ECON 373 (3 credits)	Sr	Industrial Organization	Credit will be given if completed ECON 373		
ECON 337 (3 credits)	Sr	Development Economics	Credit will be given if completed ECON 337		
ESB 2204 (3 credits)	Sr	Interpersonal Skills and Leadership	Credit will be given if completed BADM 204 or MGMT 220 Credit of MGMT 450 towards ESB 2204 requires PLAR	Recommended	
ESB 2253 (3 credits)	Sr	Project and Events Management	Credit will be given if completed BADM 253 or BADM 249		
ESB 3410 (3 credits)	Sr	Global Trade	Credit will be given if completed ECON 325 Credit of MGMT 410 towards ESB 3410 requires PLAR		
ESB 4100 (3 credits)	Sr	Small Business Financing and Law			
ESB 4900 (3 credits)	Sr	Strategic Entrepreneurship and Small Business			
FINS 2100 (3 credits)	Sr	Consumer Credit	Credit will be given if completed FINS 251		
FINS 3100 (3 credits)	Sr	Mutual Funds / Investing	Credit will be given if completed FINS 250		
FINS 3200 (3 credits)	Sr	Risk Management and Estate Planning	Credit will be given if completed FINS 286		
FINS 4100 (3 credits)	Sr	Commercial Credit			
FINS 4200 (3 credits)	Sr	Retirement Planning	Credit will be given if completed FINS 287		
FNCE 4315 (3 credits)	Sr	Advanced Corporate Finance	Credit will be given if completed MGMT 315	Priority	
HRM 2510 (3 credits)	Sr	Workforce Planning	Credit will be given if completed BADM 258	Recommended	

HRM 2530 (3 credits)	Sr	Organizational Culture			
HRM 3525 (3 credits)	Sr	Total Rewards	Credit will be given if completed BADM 256	Recommended	
HRM 3535 (3 credits)	Sr	Labour Relations	Credit will be given if completed BADM 280		
HRM 4520 (3 credits)	Sr	Learning and Development	Credit will be given if completed BADM 254		
HRM 4900 (3 credits)	Sr	Strategic HR Management			
MGMT 210 (3 credits)	Sr	Project Management	Credit will be given if completed MGMT 210		
MGMT 310 (3 credits)	Sr	Introduction to the Stock Market	Credit will be given if completed MGMT 310		
MGMT 460 (3 credits)	Sr	Change Management	Credit will be given if completed MGMT 460		
MKT 2242 (3 credits)	Sr	Marketing Research	Credit will be given if completed BADM 242		
MKT 2240 (3 credits)	Sr	Professional Selling and Persuasion	Credit will be given if completed BADM 240	Recommended	
MKT 3234 (3 credits)	Sr	Digital and Social Media Marketing			
MKT 3300 (3 credits)	Sr	Buyer and Consumer Behaviour			
MKT 4247 (3 credits)	Sr	Retail / Physical Management	Credit will be given if completed BADM 247 or BADM 238		
MKT 4900 (3 credits)	Sr	Strategic Marketing			
FINS 280 (3 credits)	Sr	Financial Services Work Experience	Credit will be given if completed FINS 280		
FINS 320 (3 credits)	Sr	Selected Topics in Financial Services	Credit will be given if completed FINS 320		
FINS 321 (3 credits)	Sr	Selected Topics in Financial Services	Credit will be given if completed FINS 321		

NON-BUSINESS OPTIONS: Consists of all 3-credit or higher courses at Red Deer Polytechnic that are NOT ACCT, BADM, BUS, ESB, FINS, FNCE, HRM, MGMT or MKT.

NON-BUSINESS MINORS

Students completing the Accounting Concentration can take up to **4 courses (12-credits)** towards their chosen **Non-Business Minor**. A minor will provide you with a diverse knowledge base that can help prepare you for work in certain industries. Choose from the following minors:

Canadian Studies	Sports and Recreation	Indigenous Studies	Health & Wellness	Creative Thought & Understanding	Visual Arts	Culture, Society, & Gender
Early Learning & Childcare	Globalization	European Studies	Mass Media	Mathematics	Economics	Creative Communication

Psychology	Science & Society	Physical Science	General Science	Organismal Science	Molecular Science	Public Affairs
Sociology						

MINOR	RECOMMENDED BY FACULTY	REQUIRED COURSES	CHOICES				
Canadian Studies			ANTH 356 ECON 341 ENGL 311 ENGL 312 ENGL 371	HIST 372 HIST 373 HIST 374 HIST 379 INDS 205	POLI 223 POLI 321 SOC 307 SOC 368 SOC 363	SOCI 365 ART 301 ART 303 ENGL 385 POLI 328	SOCI 261 SOCI 322 SOCI 323 SOCI 376
Sports & Recreation	Recommended	KNSS 250	KNSS 210 KNSS 244	KNSS 253 KNSS 260	KNSS 296 KNSS 209		
Indigenous Studies	Recommended	INDS 105	ANTH 327 ANTH 356	ENGL 385 HIST 379	ANTH 201		
Health & Wellness			KNSS 210 KNSS 244 KNSS 253 KNSS 260 KNSS 296 KNSS 209	KNSS 250 HIST 330 HIST 357 INTD 325 INTD 370 INTD 375	PHIL 355 PHIL 386 POLI 324 PSYC 367 PSYC 391 SOC 373	SOCI 374 KNSS 205 BIOL 201 BIOL 218 BIOL 318 ECON 329	HSCI 100 HSCI 101 INTD 311 PSYC 205
Creative Thought & Understanding	Recommended		ART 201 ART 203 ART 231	ART 233 ART 241 ART 251	ART 261 ART 281 ART 305	ART 306 CREA 110 FILM 201 FILM 202	
Visual Arts		ART 201 OR ART 203	ART 231 ART 233 ART 241 ART 251	ART 261 ART 281 ART 305 ART 306	CREA 110 FILM 201 FILM 202 ART 243	ART 341 ART 343 ART 351 ART 353	ART 361 ART 363 ART 381 ART 383 ART 391 ART 393
Culture, Society, & Gender			ANTH 201 ANTH 204 ANTH 307 ANTH 308 ANTH 327 ANTH 331 ART 201 ART 203	ART 305 ART 306 COMM 271 COMM 371 ENGL 364 ENGL 387 ENGL 389 HIST 327	HIST 333 HIST 334 HIST 357 INDS 205 PHIL 201 PHIL 348 PHIL 364 POLI 308	POLI 309 PSYC 347 PSYC 367 SOC 260 SOC 261 SOC 301 SOC 307 SOCI 341 OR PSYC 341	SOCI 344 SOCI 365 SOCI 368 SOCI 371 SOCI 376
Early Learning & Childcare		ELCC 201 ELCC 211 ELCC 212 ELCC 315					
European Studies			ART 201 ART 203 ENGL 330 ENGL 331 ENGL 335 ENGL 336	ENGL 341 ENGL 343 ENGL 345 ENGL 347 ENGL 361 ENGL 368	HIST 207 HIST 208 HIST 209 HIST 314 HIST 315 HIST 321	HIST 334 HIST 351 PHIL 341 PHIL 345 POLI 283 POLI 309	SOCI 332
Globalization			ANTH 201 ANTH 204 ANTH 307 ANTH 321 ANTH 327 ANTH 361 ANTH 370.1	CLAS 320 COMM 321 COMM 341 ECON 323 ECON 325 ECON 327 ECON 337	ENGL 336 ENGL 347 ENGL 371 ENGL 391 ENGL 395 FILM 202 HIST 207	HIST 315 HIST 321 HIST 334 HIST 351 HIST 361 HIST 362 HIST 363	PHIL 355 POLI 201 POLI 283 POLI 308 POLI 309 POLI 328 POLI 388

			ART 201 ART 203 CLAS 209	ENGL 312 ENGL 327 ENGL 335	HIST 208 HIST 209 HIST 314	INTD 370 PHIL 201 PHIL 202 PHIL 345	POLI 389 SO CI 305 SO CI 363 SO CI 368
Mathematics		MATH 202 OR MATH 203 MATH 204 MATH 221 MATH 260					
Creative Communication		COMM 271	COMM 371 COMM 383	ENGL 201 ENGL 354	COMM 313 COMM 369	COMM 361	
Mass Media		COMM 271	COMM 341 COMM 371 SO CI 344	COMM 375 COMM 313 COMM 381	FILM 201 FILM 202 FILM 301	COMM 361	
Economics	Recommended		ECON 3327 ECON 331	ECON 341 ECON 373	ECON 337 ESB 3410	Other ECON 300/3000 or higher	
Psychology	Recommended	PSYC 260 PSYC 261	PSYC 321 PSYC 341 PSYC 353	PSYC 355 PSYC 358 PSYC 380	PSYC 383 PSYC 389 PSYC 391		
Science & Society			ANTH 200 ANTH 306 ANTH 309 ANTH 330 COMM 341 COMM 381 ENGL 393	HIST 325 HIST 330 INTD 311 INTD 325 PHIL 201 PHIL 202 PHIL 221	PHIL 323 PHIL 355 PHIL 364 PHIL 386 PHIL 399 POLI 324 PSYC 305	PSYC 341 PSYC 391 SCIE 301 SCIE 599 SO CI 305 SO CI 310 SO CI 312	SO CI 374
Science - Physical			CHEM 211 CHEM 212	CHEM 351 CHEM 352	EEAS 201 PHYS 205	PHYS 226	
Science - General			CHEM 211 CHEM 212	PHYS 205 PHYS 226	BIOL 217 BIOL 218		
Science – Organismal			BIOL 217 BIOL 218	BIOL 318 BIOL 250	BIOL 351 BIOL 352		
Science - Molecular			BIOL 217 BIOL 218	BIOL 301 BIOL 317	BIOL 360 BIOL 370		
Public Affairs		COMM 271 COMM 383 POLI 201 POLI 328					
Sociology	Recommended		SO CI 260 SO CI 261 SO CI 301 SO CI 305 SO CI 307	SO CI 310 SO CI 312 SO CI 315 SO CI 323 SO CI 325	SO CI 327 SO CI 332 SO CI 333 SO CI 341 SO CI 344	SO CI 363 SO CI 365 SO CI 368 SO CI 371 SO CI 373	SO CI 374 SO CI 376

IMPORTANT NOTES

1. Students are not required to pursue a Non-Business Minor to complete the program. If you do not wish to complete a Non-Business Minor, you will still need to complete at least 5 non-business options.
2. Students who choose not to have a non-business minor are recommended to take INDS 105, CREA 1010, PSYC 260, and/or PSYC 261.
3. For some students, depending on your Concentration and Minor selection, you may have overlapping courses. In that case, you will need to take additional 3-credit course (from the approved list of minor courses) to make up for the 120 credits required for graduation. **Courses cannot be double counted.**
4. Not all courses may be available every semester each year. Please plan your schedule accordingly. If you have concerns about course availability, contact the Student Connect Centre.

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



Red Deer
Polytechnic



Red Deer
Polytechnic